

PERFORMANCE MANAGEMENT

Seminar series

NEW
RELEASES

The information is presented by Graham Fetherstonhaugh, an HR professional with 30 years experience in people management. Asking the pertinent questions is Michael Schildberger, one of Australia's leading interviewers.

1. Appraisal Interview

No-one likes to work in an information vacuum. We want to know if we're doing a good job. Are there things we could do better? Are we seen as a good team player? And do we have prospects for promotion. All of these issues should be covered in an Appraisal Interview. DVD 11mins.



2. The Counselling Interview

When an employee fails to meet the work standards expected of them, a Counselling Interview is necessary. The aim of the interview is to find out why their performance is below expectations and what needs to be done to achieve an improvement. DVD 13 mins.



3. The Discipline and Dismissal Interviews

Every workplace has a 'code of conduct'. The productivity of the workplace can be seriously disrupted when someone breaches the code. This is the time to conduct the Discipline Interview. However, if after continued counselling, the worker has not improved, and all other options have been exhausted, there is only one step remaining - the Dismissal or Termination Interview. DVD 17 mins.



Mentoring Series

Program 1

In business terms a mentor is a trainer or adviser - someone who is experienced in the field in which you work. A mentor advises a protégé and helps further their career. They are someone who, through their work advice, helps us to progress towards reaching our full potential. This has probably happened to us all informally at some time in our life. But only recently has it become a formal business practice. In this program we'll examine mentoring and see how mentoring operates in practice. Both of our case studies, Rover and Stafford University explain how they found mentoring worthwhile from the point of view of the mentor, the mentee and the company as a whole. DVD 22 mins.

Program 2

In this program we look at the triangular relationship between a mentor, a mentee and an organisation. We highlight the advantages of these relationships through the use of role plays. The first role play looks at the kind of situations that might arise at the beginning of a mentoring relationship. The second looks at making a good case to implement mentoring strategy and culture in your organisation and the third looks at the ending of a mentor/protégé relationship. A very important element of a mentoring relationship is that it is only for a limited time. The whole premise is that the protégé should be developed to a point where they can cope on their own. As with any relationship, that of mentor and protégé will develop its own unique way of working to suit the needs of individuals. Remember that although the advantages of the protégé and the mentor are important, it's ultimately the advantage of the company that will be most significant in determining the success of your mentoring program. DVD 25 mins.



Making Teams Work

"Making Teams Work" is a complete training package which has been designed to work in any business, organisation or institution that believes teams are the way to go. It focuses on: The new work environment, Achieving status and respect within the team, Respecting difference within the team, 'Big picture' versus 'Little picture', The specific skills we highlight include: Hearing others and being heard, Problem solving, Conflict resolution, Change - the willingness to change and accept change. These points are portrayed mainly in a meeting room environment, and the film is designed to appeal to a great cross section of the working place. DVD 18 mins with facilitator guide.

