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Submission date: 21-Apr-2020 07:16PM (UTC+0700)

Submission ID: 1303577038

File name: performance_management_plan.edited.docx (16.19K)

Word count: 997

Character count: 5446

Performance Management Plan

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Performance Management Plan

Define the Purpose of Principles

The first thing to consider is the outcomes needed to be attained by the organization and link them with ways in which the performance management plan will help in achieving the results. Many organizations, when planning for the performance management plan, do keep in mind their performance ratings and reviews for the previous years; however, the best strategy is to work on what is needed at that time (Saratun, 2016). Although businesses always have many resolutions to attend to, this performance management plan will design one primary purpose that the organization will need to accomplish.

The next step is to align the designed purpose with the organization's goals. Everything the company is doing should be associated with the goals that were set in the business plan of the organization. Similarly, the plan will set several principles that should be followed to ensure the idea runs successfully. The tenets set should be followed by all parties involved in the scheme, including managers and employees. Such principles include transparency, competency, and fairness. The use of a vibrant statement of purpose will aid in the assessment of any intrusions and procedures that may arise. Besides, other questions can be easily explained, such as the reason behind the plan and the problems to be solved using the program, for instance, the reason for the change of certain behaviors in the organization (Singh, 2016).

Moreover, the purpose and principles set in the plan should also aim to enhance employee performance in a manner that supports the business goals. Similarly, it is essential to ensure the job description is updated and ensure all employees have revised the changes and

provided feedback about it. When designing the purpose, it is crucial to recognize the most critical parts in the organization to realize appropriate performance aspects better.

Setting Expectations and Goals

Here the plan should focus on three critical areas that are expected to be improved on performance. Before implementing what is needed, there will need to recognize the essential roles of the employee in the organization; for example, the technology specialist. The employee in performing this role should be keen and operate in increased performance as the organization highly depends on them with even information (Singh, 2016). Another thing to be recognized are the activities to be performed, which may include replying to clients' request since customers are always right and are the crucial part of the organization. Thus responding to them at a faster rate will foster the performance of the organization in either sales or service offered. Lastly are the standards of how the roles should be performed to accomplish organization goals; for example, how requests should be responded either following behavioral or objective measures.

Goals help in enhancing focus and encouraging actions that may lead to an improvement in performance. Therefore, setting significant goals that should be specific and challenging is essential through following good goal-setting practices. The goals set should be accurate, measurable, attainable, relevant, and time-bound (SMART) (Saratun, 2016). The goals should then be developed based on the type of functions they serve; for example, development goals should be established to cater to individual or professional development. Alternatively, improvement goals should be set for improving the standards in the organization because which are available have not yet reached the required measures needed. And finally, innovation goals are developed because there is a need to make a new program, procedure, facility, function in the organization.

The goals set should make sense to both managers and employees. The more the information makes sense to them provides a high chance of success. Alternatively, goals should also be ascetically challenging to provide employees with a critical thinking task and hence making them believe that it is through their effort that they can succeed and should not feel the impossibility of achieving the goal (Barends & Rousseau, 2018). Similarly, making employees believe in the goal and making them think is their responsibility for attaining the goals they will expect to achieve it. Instilling control over the goals to the employees is also essential as they will believe that it is through their powers to achieve the goals, and no other external factor will influence the achievement of the goal.

The goals should be consistent and guarantee that employees who are doing the same work have similar goals (Barends & Rousseau, 2018). Although different employees work at the various departments and have roles variation, it is essential to involve them in goal setting and deciding in a one-time frame. Notably, it is not a must that the goals to start during the start of the year and ends after one year, but it can be after three months or even during the first quarter.

Managing and Coaching Performance

Feedback of how the action is working should be provided in an efficient manner. Although it is approved that feedback provides a third of the increase in performance, while no feedback provides an increase in a third of performance (Morrell & Learmonth, 2015). Mere feedback does not lead to performance improvement but the difference comes in with the one leading to improvement in performance which is dependent on who delivered the content, and how it was delivered. Good feedback is provided in a timely manner, is accurate, specific, honest, strength-oriented and engrossed in behaviors and not personal traits. The feedback will help in providing insights that will help in coaching to ensure success in the next plan.

2 References

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