

# Maximize work Force Results With Performance Management Systems

## Question:

How do I raise the caliber of performance in my organization?

## Answer:

Implement a performance management system to keep all systems in tune. Organizational effectiveness improves and components run smoothly by involving your employees in a systematic process.

- Meet with your managers at least once a week for no longer than 20 minutes.
- During weekly meetings, ask for updates on the best and worst things that happened the week before.
- Specifically ask your direct reports what they will need from you to be successful this week.
- Continually remind employees of the big picture and



show how their actions directly affect the company's success.

- Never ignore Murphy's Law. Things can and will go wrong. Maximize the potential for success by anticipating problems and setting contingency plans.
- Implement reward systems that provide tangible incentives when employees achieve measurable results.

## Question:

How do I improve my management potential?

## Answer:

If you are serious about taking your career to the next level, create a performance management system for yourself. With a little organizational fortitude, you can obtain companywide objectives while improving your own management potential.

- Work with your boss to establish mutually defined expectations for job performance.
- Assign specific, measurable goals to your job position and every project. Ask your boss to follow up with you to help you remain accountable.
- Even superstars need coaching. Know where to turn for in-house or off-site training and formal mentoring programs.
- Treat mistakes as opportunities for learning.
- Prioritize responsibilities with your boss to avoid the age-old excuse of "I didn't have enough time."



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