

Is your organisation ready for your next round of performance discussions?



Vital elements of a healthy performance management system

Goal Alignment, Goal Visibility & Goal Quality

Best Practice

Setting relevant and achievable goals are the cornerstone of both individual and organisational success. Your people need to know how their day to day activities align with the organisation's strategy and you need to ensure that people are focussed on the right things. This is done by having a clearly defined and communicated strategy which informs team goals which are then translated into SMART (specific, measurable, agreed, realistic and time bound) goals for each individual.

Cascading and aligning goals across teams creates a shared accountability that is vital to your organisation's success. An automated process greatly assists with establishing shared goals and ensuring that people are working towards your organisation's overall objectives.

How People Axis can help:

We provide access to a web-based performance management system that helps organisations achieve their important goals by providing:

- ✓ Tools to enhance the cascading of goals through the organisation
- ✓ Tools that increase the quality of goals set in individual performance plans.
- ✓ The ability to more easily stay in touch with your people's progress during every stage of goal completion, allowing reinforcement of progress and coaching to get performance back on track.

Ownership & active participation in the process

Best Practice

At its best performance management is a consistent, regular and iterative process where you and your people participate equally in the planning and review process. Staff need to take responsibility for their performance and career progression. Managers need to be held accountable for having these discussions and the organisation needs timely access to information outlining compliance or non-compliance with the process.

How People Axis can help:

Our online performance management system supports you in these efforts by providing:

- ✓ Greater opportunities for people to participate in goal planning, performance reviews and 360 degree feedback.
- ✓ A greater understanding of the "rules" on what needs to be achieved and how it will be measured. This clarity and transparency drives increased confidence, trust and engagement from individuals.
- ✓ Instant visibility of people's performance – this equips Managers with important information for coaching conversations with staff.
- ✓ The sharing of documents between staff member, Manager and Human Resources i.e. easily shared access to performance plans, feedback diaries, development plans, performance reviews.
- ✓ Greater access to performance information which allow individuals to more easily track their progress towards both development and performance goals.
- ✓ Automated e-mails reminding people to submit their plans, reviews and feedback. This automation drives higher completion rates, targeted follow up and speeds the entire process.

Regular, Open & Honest Feedback

Best Practice

Effective performance management is not a once off annual event but a chain of regular discussions throughout the year on an individual's performance. People find that when they have a structured performance and development plan these conversations become more productive, enjoyable and easier to have.

How People Axis can help:

People Axis helps Leaders develop core coaching skills and specific skills in delivering constructive feedback. It is our view that the reluctance of leaders to discuss staff performance shortcomings lies at the heart of why so many leaders find performance management so difficult.

There is focus on Personal Development

Best Practice

Poor development opportunities are often cited as a key reason why people leave organisations. Effective performance management practices involve identifying meaningful development opportunities for individuals and planning for this development. Anonymous 360 degree feedback helps people to clearly identify development needs and foster a culture of empowerment and accountability.

How People Axis can help:

Our web-based performance management system enables you to:

- ✓ Easily requests and collect anonymous and constructive 360 feedback from anyone in your organisation at any time
- ✓ Quickly select raters and solicit feedback in a few clicks
- ✓ Extract group reports from 360 degree feedback which identifies key strengths and competency gaps across departments, levels and the organisational as a whole. This information plays a vital role in planning strategic people development activities in your organisation.

Fair Rewards for Performance

Best Practice

Organisations that fail to set performance goals and rate individual performance at the end of the performance period may well over compensate underperformers, and under compensate top performers. As a result they lose top performers and certainly miss engagement opportunities that arise from linking pay to performance.

How People Axis can help:

Our on-line performance management system encourages:

- ✓ Measures to be set at the beginning of the performance period providing increased clarity on how goals and plans will be rated.
- ✓ Integration of rating data with compensation budgets and payroll data
- ✓ Instant access to rating data allowing organisations to easily identify performance trends across the organisation, key talent and poor performers.

For more information contact Tania Hannath at People Axis on (03) 9894 2805 or e-mail info@peopleaxis.com.au