



Capability and Performance Management Workshop

Overview

An overview of how to fairly manage staff during potential incapability i.e.: employees who may not be capable of effectively carrying out the duties of the job.

Business need

Employees have a contractual responsibility to achieve a satisfactory level of performance and should be given help and encouragement to reach it. The Manager / Head Teacher and Leadership team are responsible for setting realistic and achievable standards, treating employees fairly, and making sure employees understand what is required.

What happens then, when you have an employee who may not be able to do the job, or won't do the job? The result can be time consuming and potentially catastrophic for a School or organisation, as they make mistakes; provide poor teaching or do not carry out their duties effectively. This affects morale of colleagues, who have to work harder to compensate. These situations can be more complex and more difficult to deal with than cases of clear cut misconduct.

Benefits of attending

We will be focusing on poor performance and taking you through ways of approaching these difficult issues; for example where to start helping the person to improve and where no improvement is forthcoming, what other avenues may be open to you.

Suitable For

Managers, Head Teachers, Business Managers, Governors, Leadership Teams.

Programme

- Managing and dealing with poor performance
- Dealing with capability issues at work: legislation, procedures, and effective practice.
- How to set effective but simple performance objectives
- Good practice for managers when preparing and delivering performance feedback
- How to develop and train staff within the needs of the School / organisation.

Why KAPE HR?

KAPE offers comprehensive, authoritative and affordable training you can trust.

We are at the forefront of developing and improving Employment Relations, people management and HR practice in Schools and small businesses.

Our training sessions are designed to enable discussion and interaction and our comprehensive range of advice and support ensure you get additional back-up for your School / organisation when you need it.

We come to you! Please contact Karen Barker E: karen.barker@kapehr.co.uk to arrange a mutually convenient time for the session.

Courses are limited to 20 delegates.