**What do you want from your Performance Management reviews?**

**You Want P.E.R.F.O.R.M.**

**Purpose & Values
Empowerment
Relationships & Communication
Flexibility
Optimal Performance
Recognition & Appreciation
Morale**

* How do you get the above?
* **Be honest and open** – good performance management relies on a good relationship.
* **Keep it simple** – keep the emphasis on development and performance, and keep the paper work and process simple.
* **Keep in touch** – use mini-reviews to build towards a performance review.
* **Make goals interesting, challenging and engaging** – this is what really motivates people to achieve.
* **Pull together** – align individual’s goals with team and organizational goals.
* **Build on strengths more than correcting weaknesses** – nobody is good at everything.
* **Get the mix right** – focus on complementary skills within your team.
* **People like to perform!** – believe it or not but people like to work, achieve, be praised, and know that their contributions are valued.
* **Give praise** – recognise and acknowledge good performance as soon as it happens.
* **Let people know how they are doing** – give regular, timely feedback, either motivational, formative, or both.
* **Get the right tools for the job** – make sure that the resources are in place to help you run the process, and to enable people to demonstrate performance improvement.
* **They perform, you perform** – remember, as a manager your performance depends on your team, when they perform well, it’s easier for you to perform well.
* **Be an example** – so, set the standard by example. To motivate others be motivated yourself, it’s infectious! Strive to be a better manager.
* **Motivate, motivate, motivate** – the missing element from most performance management processes? People will only achieve superior performance if they want to.
* **Use PERFORM to outperform** – [The PERFORM model](http://the-happy-manager.com/articles/how-to-motivate-employees-to-perform/) has been designed to help you create the conditions that will motivate people to superior performance.

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