



***EDUCATIONAL***

***TRAINING & CONSULTANCY***

**advice4schools**

**INTRODUCING PERFORMANCE  
MANAGEMENT FOR SUPPORT  
STAFF**

We can offer a flexible training package that will compliment your school's Human Resource Management strategies. The course is specifically written to meet the needs of your SUPPORT STAFF development.

**Sessions Include:**

- What are the Benefits of Performance Management Reviews?**
- Choosing the Right Performance Management Review Process**
- How to carry out a Successful Review**
- Listening and Mentoring Skills**
- Introducing the Process to Your Staff**

**\*ADDITIONAL SESSIONS TAILOR-MADE TO FIT YOUR SUPPORT STAFF NEEDS**  
Team Building, Customer Care, Time Management, Resource Management

- On-site training for individual schools
- Comprehensive folder of training materials
- Certificate of attendance for all delegates