



# Perform

Recognizing the increasing need to:

- ☑ Obtain maximum productivity from each employee
- ☑ Improve quality and customer satisfaction

**PERFORMAX** has developed a results oriented Performance Management System to accomplish the above by ensuring that each individual in an organization has a clear understanding of the:

- ☑ key results expected of their job
- ☑ activities, skills, knowledge and personal attributes needed to deliver these results.

The system is simple enough that each person should be able to appraise themselves at any time. It is made up of:

- ☑ **Personal Success Checklist ("PSC")**  
We start by defining the reason for the job's existence, and the key results expected that justify the salary, etc., of the individual in the position.

Next, we show your managers how to define the critical, measurable performance factors that will yield the key results expected for each person.

The methodology is backed up by certain standard job templates, which can be easily modified. Other templates can be developed using our consulting services, or by your own line managers, after attending our training programs.

- ☑ **Performance Appraisals**  
To give a regular feedback to employees,

the Performance Management Agreement worksheets are used to give a fair appraisal of individual performance.

- ☑ **Performance Appraisal Standards & Quality Evaluation Criteria**

The criteria for evaluation of an employee's performance on any one performance factor is included in a separate Manager's Quality Reference Index, which defines standards of quality for job performance.

- ☑ **Management Training Programs**  
To support the implementation of the System, the following are available:

## **FOR MANAGERS ONLY**

A two day workshop to cover Managing -vs- Doing, Process Management, Focus, People Management and Leadership.

### **FASTPRAISE**

A one day workshop to show managers how to set up and implement agreed PSC's, and conduct formal evaluations with each person.

### **COACH**

A one day workshop to show managers why, when and how to coach their employees for peak performance.

### **RECRUIT**

A one day workshop to show managers how to attract and hire Top Performers.

## **Consulting Services**

**PERFORMAX**, through our international chain of associated consulting firms, provides consulting to customize our products and training to meet individual needs, including how to plan, set up, and monitor the successful implementation of **PERFORM**.

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## **TYPICAL COMMENTS FROM SPONSORS & PARTICIPANTS:**

*"Why didn't someone give me this before?"*

*"Excellent program of great value."*

*"The most practical and pragmatic approach to significantly improve sales effectiveness & results"*

*"The Country level management experience of the consultants was vital."*

*"Never seen such an approach before."*

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For additional information on this, or other Programs please contact Performax at (561) 775-2140  
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