**Supervisor Success Training - Performance Management**

**Link to all learning sections:**

<https://www.webjunction.org/news/webjunction/performance-management-for-supervisors.html>

**Assignments to be completed before the group discussion are:**

**Section 1: Planning the Journey - please complete this entire section prior to the group discussion**

**Videos to view: (links are in the linked document)**

 How Great Leaders Inspire Action

 The Progress Principle: Using Small Wins to Ignite Joy, Engagement and Creativity at Work

**Readings: (links are in the linked document)**

 Quick Start Learning Guide to Performance Management

 Roles & Goals

 Five Tips for Goal-Setting in Chaos

 Begin completing the [SMARTIE Goals](file:///%5C%5Cfalcon%5Ccwright%5Cdocument%5C_HR-OLD%5CManagement%20Training%5CSMARTIE-Goals-Worksheet.docx) Worksheet and discuss with your manager

 ALA’s Core Competencies of Librarianship

 Webjunction’s Competency Index for the Library Field

 Tips from the Progress Principle

 Mentoring millennials

**Discuss with your manager all of the Take Action sections.**

**Complete all of the Reflection sections before attending the group discussion.**

**Section 2: Walking the Walk – please complete this entire section prior to the group discussion**

**Videos to view: (links are in the linked document above)**

 The Myths of Performance Management

 Closing the Loop

 How to Hold People Accountable

**Readings: (links are in the linked document above)**

 Coaching questions for Managers

 How to hold a difficult conversation with an employee

 Record Keeping: May Supervisors Keep “Desk Files: of Personnel Records?

 Appraisal Do’s and Don’ts

**Discuss with your manager all of the Take Action Sections**

**Complete all of the Reflection sections before attending the group discussion.**

**In the Group discussion we will cover the following:**

IndyPL procedures on documentation, warning, notices

Individual Performance Plans

Performance Review cycle and process

Take Action and Reflection sections that you completed