**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:///\\falcon\cwright\document\_HR-OLD\Management%20Training\SMARTIE-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