

Manage and Monitor Performance of Others

Professional Skills

Show us that you know how to manage change in a work team in accordance with workplace requirements.

Level **4**

Credits **5**

\$99 NZD (GST incl.)

Assessment

You are required to submit evidence of the following:

- Lead a performance management process in accordance with workplace requirements.
- Develop performance management plans in accordance with workplace requirements.
- Monitor and review the performance of others in accordance with workplace requirements.

All work for this EduBit must be your own.

Learning Recommendations

Manage Employee Performance - a free MOOC course:

www.mooc-list.com/course/managing-employee-performance-coursera

Managing and Managing People - free OpenLearn course from open.edu:

<https://www.open.edu/openlearn/money-business/leadership-management/managing-and-managing-people/content-section-0>

Performance Management - a free e-book from Free Management Books:

https://free-management-ebooks.tradepub.com/free/w_frec03/prgm.cgi?a=1

Tasks

Proof of Identity

Please include a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

Attestation Form(s)

An attestation is a declaration by a witness that the tasks and activities specified have been performed in their presence and that the evidence provided is true and correct. The Attestation form(s) relevant to this assessment is located in the Resources section above.

Please complete and scan a copy of the necessary form(s) then upload it here.

Task 1: Gather key information to underpin the development of performance management plans

I can:

Locate the key strategic, business, departmental and/or individual plans (or any other relevant plans), as appropriate to the on-going performance of at least two (2) of my colleagues.

Consult with key stakeholders (including their colleagues and their Line Managers) on the on-going performance of these colleagues.

By providing:

Copies of any strategic, business and/or performance plans relevant to the performance of the specified colleagues with the relevant sections highlighted.
Evidence of consultation with stakeholders on the on-going performance of specified colleagues. This may be in the form of email trails, minutes of meetings or any other form relevant to the specified workplace.

Attestation from your Line Manager (or equivalent) that consultation took place.

Task 2: Develop performance management plans for others

I can:

Develop performance management plans for at least two (2) specified colleagues.

By providing:

A copy of the performance management plans including key performance objectives, review strategies, key dates and any other details as required by your workplace.

Attestation from your Line Manager (or equivalent) that your performance management plan is developed in line with workplace requirements.

Task 3: Lead performance management planning meetings

I can:

Organise and lead a performance management planning meeting with each specified colleague, in accordance with workplace requirements.
Clearly communicate performance objectives to at least two (2) specified colleagues.

By providing:

Evidence that you organised and led these meetings and in so doing, clearly communicated performance objectives to at least two (2) specified colleagues.
This may be provided in the form of minutes of the meetings or recordings of the meetings. Evidence may also be provided in the form of verification from an observer (e.g. your Line Manager or equivalent).

Attestation from your Line Manager (or equivalent) that you organised and led these performance management meetings with at least two (2) specified colleagues.

Task 4: Review progress against performance management plans

I can:

Review the performance progress made by at least two (2) specified colleagues.

By providing:

Minutes or any other records of meetings with key stakeholders that record a discussion of the performance progress of at least two (2) specified colleagues, over a period of at least three months. Key stakeholders include the two (2) colleagues and their Line Manager/s (or equivalent).
A written summary of the individual feedback you would give to each colleague, against the performance objectives.

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