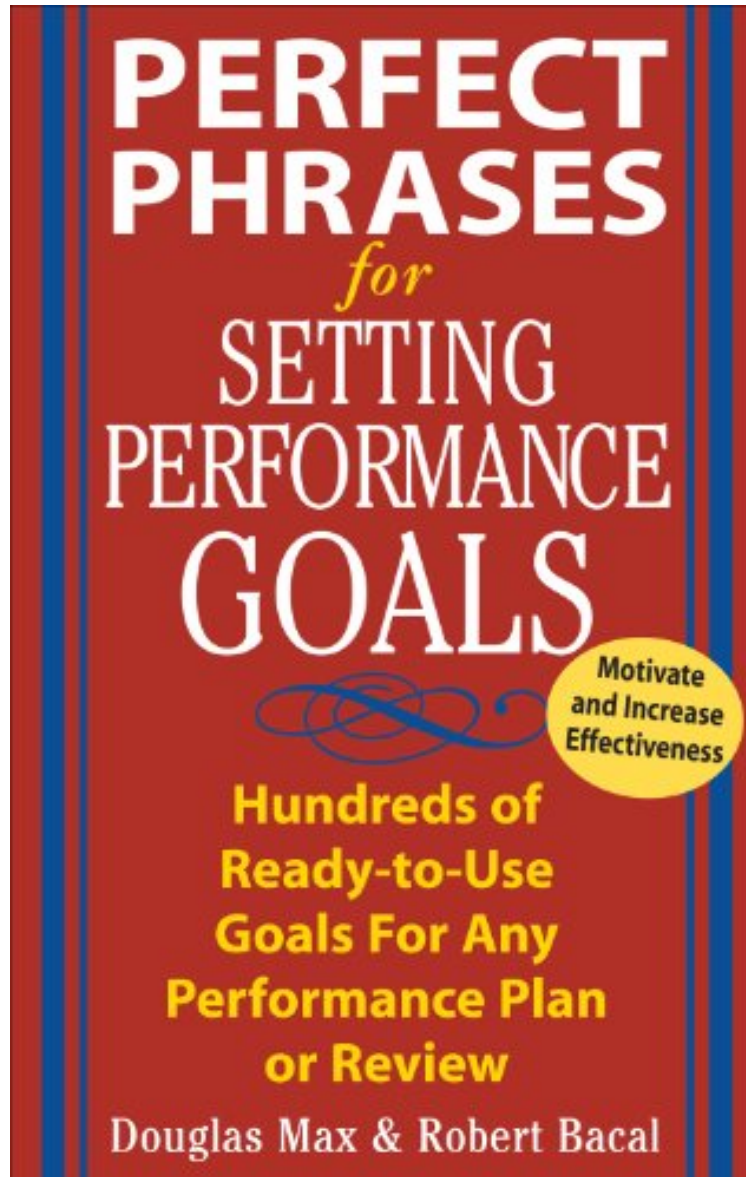


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Perfect Phrases for Setting Performance Goals (Perfect Phrases Series)

Douglas Max, Robert Bacal

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Douglas Max, Robert Bacal : Perfect Phrases for Setting Performance Goals (Perfect Phrases Series) before purchasing it in order to gage whether or not it would be worth my time, and all praised Perfect Phrases for Setting Performance Goals (Perfect Phrases Series):

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them work. Take note... Find the one book that has the most phrases, purchase it, for there's several others like this that are simply repetitive in editorial.0 of 0 people found the following review helpful. Phrases of PraisesBy John M. FordThis little paperback is the one-look book for performance appraisal feedback. Some books on this topic cover a lot of extra ground, positioning performance management in the executive skill set (Performance Management: Integrating Strategy Execution, Methodologies, Risk, and Analytics), emphasizing performance measurement (Transforming Performance Measurement), or focusing on the organizational context (Five Key Principles of Corporate Performance Management). In contrast, Max and Bacal zero in on how to communicate clearly in performance reviews.The book has three sections. Part one establishes the context for performance feedback, outlining goal setting, documenting performance, and conducting a performance review that is effective and within legal guidelines. The second part contains several sample forms that can be used to capture performance review discussions with employees. The bulk of the book is in part three. It contains brief phrases a manager could use to describe performance that is Outstanding, Exceeds Expectations, Meets Expectations, Needs Improvement, or is Unacceptable. Separate phrase sets are provided for a broad range of competencies and job skills.This is a good resource for less-experienced managers who either have trouble finding concise ways to communicate about performance or who prefer specific examples of feedback rather than more abstract guidance.0 of 0 people found the following review helpful. Good bookBy rmstephThis is really good for anyone who writes performance reviews. Great wording suggestions and structure

Set the bar for outstanding performance A follow-up to the top-selling Perfect Phrases for Performance Reviews, this book provides managers with phrases and goals that describe expected future performance from their direct reports. A timesaving job aid for any performance review or plan, the book: Makes it easy for managers to set high performance goals for executives, management, or non-managers employees Includes many categories of goals, from revenue and productivity goals to quality and personal development goals bull; Facilitates the goal-setting process across the organization Includes a guide to writing a performance plan for any employee Featuring hundreds of ready-to-use performance goals, this practical job aid makes it simple for managers to set the bar for outstanding future results.

From the Back CoverSet Effective Performance Goals for Your People--Just Look Up the Right Phrase! In their previously published, top-selling book Perfect Phrases for Performance s, Robert Bacal and Douglas Max described past employee performance. In Perfect Phrases for Setting Performance Goals, Bacal and Max go a step further with hundreds of precisely-worded future performance goals. Use these "perfect phrases" in the context of an annual performance review to let your people know what is expected of them in the coming year, or use them in regular "performance planning" meetings to: Focus your people on the most important parts of their jobs. Clearly communicate your expectations Align employee goals with organizational priorities Improve productivity and morale in the workplace Reduce disagreements during performance reviews Raise the bar for performance You will find ready-to-use performance goals for both managers and employees, in many categories including sales and profit goals, quality and productivity goals, on-time performance personal development goals, and much more. This practical job aid makes it easy for managers to raise the performance bar, and focus their people on the organization's top priorities.About the AuthorDouglas Max is managing director of LR Communications, a firm that conducts on-site seminars in writing and presentation skills. He lives in Berkley Heights, New Jersey. Robert Bacal is author of Managing Performance and The Complete Idiot's Guide to Consulting. His performance management website, work911.com, is visited by thousands of people every month. He lives in Winnipeg.