



for more information call
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Performance to Excellence

Developing Skills in the Workplace

The Performance to Excellence programme has been designed to provide a framework for those involved with “on-the-job” training. Typically these are staff that have acquired skills and experience that can be transferred to others within the workplace.

Organisations that are committed to maintaining and enhancing a high performance culture need to ensure that best practice is shared and communicated effectively.

Objectives

The objectives of the programme are to:

- Introduce a powerful and practical framework for the transfer of knowledge and skills
- Encourage a personal commitment to continuous improvement in the development of colleagues
- Be able to recognise and describe the difference between Skills, Competencies and Product based learning
- Review the individual’s current approach and skill set and to identify areas for improvement
- Clarify specific roles and responsibilities in the learning process
- Understand the potential barriers to the learning experience within the context of a one-to-one work environment
- Provide a perspective of how staff can further improve their effectiveness in the development of others during “on-the-job” training / shadowing / guiding

Benefits

- A practical set of tools and techniques to support staff who have a responsibility to develop new or less experienced staff
 - A greater appreciation of the importance of continuous personal development
 - A consistent approach for skills transfer within the workplace
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