

bsbmgt502b manage people performance pdf

This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

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BSBMGT502B Manage people performance March 2008 Version 1 Page ii of 35 BSBMGT502B MANAGE PEOPLE PERFORMANCE Element of competency: 1. Allocate work 2. Assess performance 3. Provide feedback 4. Manage follow-up How can you plan a work schedule? Being effective in your workplace means getting a job done with the least amount of time and fuss.

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performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package. Overview of assessment BSB07 Business Services Training Package (Version 3.0) Date this PDF was generated: 10 August 2010 BSBMGT502B Manage people performance Volume 2 of 2, Unit 315 of 524 Page 1613 of 2911

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SAMPLE OF BSBMGT502B MANAGE PEOPLE PERFORMANCE ANSWERS

It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement. The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

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BSBMGT502B Manage People Performance Activity Question 2.2 You have been asked to choose a member of your team who needs to learn all aspects of your job. With a team member, acting as leading hand, discuss the skills that are required to perform your job and discuss their skills.

BSBMGT502B_Activity_2.2.docx - BSBMGT502B Manage People

the unit BSBMGT502B Manage People Performance. This is one of the units that make up Certificates in Business. This manual is broken up into four distinct sections. They are: 1. Allocate Work 2. Assess Performance 3. Provide Feedback 4. Manage Follow-Up

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