Performance Management for Non-leaders
(online course)

Overview
The course will review the performance management process at Emory from the perspective of the employee. The online training includes content on Emory’s competencies and provides information on various performance management tools.

Target Audience
All employees

Learning Objectives
The learner will:
- Become familiar with the Emory competencies
- Understand the importance of good performance management

Competencies
- Documentation of performance
- Providing feedback
- Behavioral observation

Course Content
Participants will be able to define at a broad level what is performance management and understand the competencies required to complete their job responsibilities.

Participants will review the performance management process at Emory, including the competencies, tools and other features. Guidance and best practices are provided throughout to help understand and navigate through the process as effectively as possible.

Who Needs to Take This Course?
- Any Emory employee in a non-manager role.

Format / Length of Course
Format: Online course
Length: Part 1 – 40 minutes
Part 2 – 20 minutes
**Required**
None

**Prerequisites**
None

**Pre-Work Required?**
None

**Manager Actions Required**
None