

### DESIGNING, WRITING AND MANAGING AGAINST PERFORMANCE OBJECTIVES

#### Introduction

This first part of this Masterclass provides a practical and instructive approach to learning techniques for designing and writing individual, team and department objectives. Participants have the opportunity to practise writing objectives from their own personal, team or departmental targets or agreed outcomes and aspirations. The second part of the Masterclass explores how objectives can be used as a fundamental element of an effective approach to managing individuals.

The focus of this Masterclass is on designing and articulating objectives which are meaningful and relevant for those working towards them as well as managers and making sure such objectives are a useful tool to guide and measure progress. The Masterclass is therefore suitable for all members of staff both academic and administrative and those who are managed or are managers.

*This Masterclass explicitly links to the Bibby Rumbelow SERVICE Plus and ACADEMY Plus programmes which provide longer and more substantial development programmes for academic and administrative teams.*

#### Aims

- To explore and practice techniques for converting departmental, team or individual targets, outcomes and aspirations into meaningful and relevant objectives
- To consider how individuals can actively use objectives to guide their work and support continuous improvement
- To examine techniques for recording progress against objectives and reviewing and updating them regularly
- To consider how individual objectives can be used to support appraisal
- To explore processes and techniques for using objectives to support effective line management from the point of view of manager and person being managed

The workshop will be delivered by Bibby Rumbelow Ltd, a consultancy and training company which specialises in work-based learning and employer engagement. Bibby Rumbelow Masterclasses are well established and have an excellent reputation in universities throughout the UK. Full of practical tips, hints and opportunities to practise new skills and share experience, the Masterclasses are suitable for those new to universities as well as the experienced practitioner who is looking to review and improve current approaches.

For further information about the content of the workshops please call or email [enquiries@bibbyrumbelow.com](mailto:enquiries@bibbyrumbelow.com) or call 01858 880 801