

《MHPE: HOW TO MANAGE PERFORMANCE, SC(ISBN=9780071435314)》

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内容简介

These quick reads, based on McGraw-Hill bestsellers, are designed to meet the needs of busy people. Titles in the series focus on each book's main themes and action ideas, reduced to a manageable page count for on-the-go readers.

Goal-focused, commonsense techniques for stimulating greater productivity in the workplace and fostering true commitment.

目录

Managing performance

Modernize your thinking

Identify the benefits

Manage performance

Work with employees

Plan precisely with clear goals

Align employee goals

set performance incentives

Be approachable all year

Focus on communication

Make it face-to-face

Avoid rating perils

Don't rank employees

Prepare for the appraisal

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