

Managing unsatisfactory performance

Performance Improvement and Incapacity 2019 workshop calendar for schools and sites

Leaders are invited to attend programs provided by Performance Improvement and Incapacity to support their ability to undertake their responsibilities in relation to performance development and management of employees.

As the programs have been designed to be complementary in content and capability development, school leaders will gain maximum benefit if they attend all three of the programs listed below.

Leaders are also encouraged to attend as a team or with colleagues from the same site or Partnership, and to include middle, senior and aspiring leaders in the programs.

A separate program for business managers or leaders who manage non-teaching employees is also available.

Please register by logging on to [PLINK](#) then click on the link behind the program names below.

For school or preschool leaders (line managers of teachers)						For managers of non-teaching employees	
Managing unsatisfactory performance in schools		Formal Classroom Observation		Growth Coaching		Managing unsatisfactory performance for Business Managers	
4 hour workshop		One day conference		Two day conference		4 hour workshop	
Thurs 28 Feb	EDC	Wed 3 April	EDC	7 & 8 May	EDC	Mon 11 Feb	EDC
Thurs 7 March	EDC	Fri 5 April	Clare	23 & 24 May	Clare	Tues 9 April	Whyalla
Mon 6 May	EDC	Mon 17 June	EDC	19 & 20 June	EDC	Tues 14 May	EDC
Thurs 18 July	EDC	Friday 19 July	EDC	28 & 29 June	Umuwa	Mon 8 July	City*
Wed 28 August	EDC	Wed 11 Sept	EDC			Wed 17 July	EDC

**City venue and registration process to be confirmed later in collaboration with SASSOA conference organizers*

More detailed descriptions of the programs and their intended outcomes are available on the next page and also on [plink](#).

Further information is available from:

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PII training program rationale and learning intentions

A suite of three complementary capacity building programs has been designed by Performance Improvement and Incapacity to build the capacity of leaders and line managers. As a package the programs provide participants with knowledge of the managing unsatisfactory performance process and the capabilities to intervene early and coach employees toward sustained improvement in performance.

The intended learning outcomes for each program are described in the table below.

MUP for school leaders	Formal classroom observation	Growth Coaching for school leaders
MUP for business managers		
<ul style="list-style-type: none"> • Clarifying the performance expectations for specific cohorts of school based employees • Unpacking the requirements of the unsatisfactory performance management process • Clarifying the difference between incapacity and inability or other causes of unsatisfactory performance • Affirming the importance of early identification and quality documentation ie clear written feedback to all employees , conducting effective performance reviews, keeping meeting minutes and a chronology of actions to support performance improvement • Understanding the processes of natural justice and procedural fairness to support improved employee performance • Sharing practical hints and tips for managing an MUP process, including a refresher on the skills involved in leading difficult conversations and maintaining wellbeing. 	<ul style="list-style-type: none"> • Developing a clearer understanding of classroom observation as an evidentiary process within the performance development and management contexts • Increasing capability in observing and evaluating teacher professional practice, aligned to the Australian Professional Standards for Teachers Professional Practice Domain • Increasing confidence in using a range of department and AITSL classroom observation tools and resources • Developing skills in providing quality written feedback that promotes performance improvement for teachers • Developing next steps for embedding formal observations of teacher professional practice, within a site based culture of feedback, coaching and continuous improvement. 	<ul style="list-style-type: none"> • Exploring the GROWTH MODEL and how it can be used to support a range of effective performance conversations, including managing hard and sensitive feedback conversations with teachers and colleagues. • Developing confidence in using the GROWTH coaching framework within a performance and development and / or performance management context • Developing skills in setting and achieving professional goals, providing challenging feedback to others • Experiencing the impact of coaching conversations applied to real school workplace topics, including support for performance improvement processes for teachers.

Leaders seeking urgent advice related to employee performance or incapacity issues are invited to contact:

The Intake Officer, Performance Improvement and Incapacity, Ph. 82261899 or email karryn.nobes@sa.gov.au.

