

Personal Performance Management: Transform into a Workplace Rock Star by Managing Your Own Performance

Presented by:

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Meet Dave & Brad

A 3D-style illustration of a target with concentric red and white rings. Several arrows with different colored fletching (green, blue, brown) are shown hitting the target. One arrow is in the bullseye, while others are in the inner and outer rings. The background is white.

How well is performance management working?



How effective do employees
perceive your performance
management practices to be?

- A. Exceeds their expectations
- B. Meets their expectations
- C. Doesn't quite meet their expectations
- D. Doesn't at all meet their expectations
- E. Other
- F. Don't know / N/A

My Reasons for Attending Today



- A. For my personal development
- B. To assist and coach others on my team
- C. To share with professionals I mentor
- D. To include as part of our talent development resources
- E. Other
- F. Don't know / N/A

What makes a
rock star
admired?

The words "Rock Star" are written in a white, stylized script font. A large, white, five-pointed star is positioned behind the text, with its points extending behind the letters. The entire graphic is set against a solid black rectangular background.

Are You a Rockstar?

My boss recognizes the value of my work and recognizes me as an indispensable member of the team.

- A. Pretty consistently
- B. Sometimes
- C. Not as often as I'd like
- D. I don't know what my boss thinks about me
- E. I hadn't really thought about it
- F. Other
- G. Don't know / N/A



Today's Outcomes

- Avoid 3 Big Mistakes
- Apply 5 Transforming Steps of Personal Performance Management
- Coach and Mentor Others



*Download
Your Guide*



<https://tinyurl.com/WorkplaceStar>

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A common belief among professionals is that performance management is primarily driven by their boss through the formal appraisal process.

- A. Agree
- B. Somewhat agree
- C. Neither agree nor disagree
- D. Somewhat disagree
- E. Disagree
- F. Don't know / N/A





- Misperceptions about performance management

3 Mistakes that Promote Dispensability



3 Mistakes that Promote Dispensability

- Avoid performance discussions



3 Mistakes that Promote Dispensability

- Allow others to define you

What's the big deal?

- Ongoing judgements about talent
- Dynamic business environment
- Talent commoditization



Personal Performance Management

- Managing your impact through:
 - High-value skills
 - High-value outcomes
- Control impact messaging

A professional woman with long brown hair, wearing a grey blazer over a light blue collared shirt, is smiling and holding a black clipboard. She is standing in an office environment. In the background, another woman is seated at a desk, working on a laptop, but she is out of focus.

5 Transforming Steps of Personal Performance Management



Step 1. Focus on Priorities that Matter Most

Step 1. Focus on Priorities that Matter Most

- Understand and align priorities



In what ways do you stay informed about the important priorities of your company, department and/or team?





HOW DO
YOU ADD
VALUE?

Step 2. Acquire Skills to Make Valued Impact

Step 2. Skills to Make Valued Impact

- Self awareness of strengths and development areas
- Self-invest
- Plan ahead for future career path



A high-angle, top-down view of a group of business professionals sitting around a large, light-colored wooden conference table. The scene is dimly lit, with the primary light source coming from the laptops and overhead office lights, creating a professional and focused atmosphere. Several individuals are visible, some looking at documents, others at laptops. A laptop on the left shows a presentation with a bar chart and a pie chart. Papers with charts and text are scattered across the table. The overall tone is serious and collaborative.

What skills are important for
making a valued impact within
your department / team?



Step 3. Make an Impact that Matters



Declining
performance has
severe
consequences

Step 3. Make an Impact that Matters

5 High Performance Standards*

- Problem Solver
- Accountable
- Consistently Exceeds Expectations
- Gets Things Done
- Customer-focused

** FuelForward: Discover Proven Practices to Fuel Your Career Forward, Vivian Blade, Author, Parker House Publishing*

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5 High Performance Standards*

Problem Solver

- Identify potential problems
- Assess & mitigate risks
- Take responsibility
- Create solutions & systems

Take
the
bull
by
THE
HORNS

5 High Performance Standards*

Accountable

- High say / do ratio
- Take responsibility
- Dependable
- Proactive communication
- No excuses



5 High Performance Standards*

Consistently Exceeds Expectations

- Clearly understand expectations
- Plan & take action
- Go beyond minimum expectations



5 High Performance Standards*

Gets Things Done

- Prioritize
- Organized
- Critical thinker
- Access resources



5 High Performance Standards*

Customer Focused

- External & internal customers
- Exceptional service levels
- Value-add business partner



Step 3. Make an Impact that Matters

5 High Performance Standards*

- Problem Solver
- Accountable
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- Gets Things Done
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A diverse group of business professionals are gathered around a table in a modern office with large windows. They are all smiling and appear to be in a positive, collaborative meeting. A woman with dark hair and glasses is in the foreground, looking towards the right. Behind her, a man with a beard and glasses is partially visible. In the center, a man with a beard and a grey suit is smiling. To his right, a woman with blonde hair is also smiling. On the far right, a man in a blue suit is gesturing with his hand. The overall atmosphere is bright and professional.

Step 4. Be Mindful of Your Approach

Step 4. Be Mindful of Your Approach

How You Get Results



ATTITUDE



RELATIONSHIPS



INFLUENCE



TEAMWORK



COMMUNICATION



REACHING BACK

“...The second piece is what I call the value system... looking at how you go about getting results....

...Then if you're a people leader...How are you fostering an environment in which others can perform and grow? ...”

Melanie Shook, Vice President, Customer Experience, Neustar, Inc.



How You Get Results |



Step 5. Proactively Communicate Your Impact



Build a Network of Advocates

In what ways
do you
communicate
your impact?





Becoming Indispensable: Reliable Consistency

5 Transforming Steps of Personal Performance Management

1. Focus on Priorities that Matter Most
2. Skills to Make Valued Impact
3. Make an Impact that Matters
4. Be Mindful of Your Approach
5. Proactively Communicate Your Impact

Coaching Your Team

- Awareness
- Empowerment
- Support



My Reflections & Action Ideas

Where do I need additional focus?

5 Transforming Steps of Personal Performance Management

1. Focus on Priorities that Matter Most
2. Skills to Make Valued Impact
3. Make an Impact that Matters
4. Be Mindful of Your Approach
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Q&A

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PERSONAL PERFORMANCE
MANAGEMENT

5 TRANSFORMING
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BECOMING
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