

Managing Employee Performance

Online Workshop



DATE & TIME

October 13, 2026 | 8:00 AM - 5:00 PM

PLATFORM

Zoom

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Program Rationale

Many managers think of performance management only during appraisal season. By then, it is often too late. Employees are surprised by ratings, managers struggle to explain their evaluation, and performance issues that should have been addressed earlier become harder to correct.

Performance management should be an everyday leadership practice. It begins with clear expectations, continues through regular monitoring and feedback, and becomes more effective when managers know how to support employees, document evidence, evaluate fairly, and recognize good performance.

This one-day online workshop is designed to help managers and supervisors use practical tools for managing employee performance. The session focuses on the essential skills managers need to clarify expectations, monitor progress, address performance gaps, conduct better performance conversations, and reinforce the results and behaviors that help the team succeed.

Who Should Attend

- Managers, supervisors, and team leaders
- Newly promoted people managers
- HR and L&D professionals supporting performance management implementation
- Department heads who want to strengthen performance accountability
- Business owners and leaders managing growing teams

Program Objectives

1. Explain performance management as a continuous partnership between manager and employee.
2. Clarify performance expectations using KRAs, KPIs, targets, standards, and behavioral expectations.
3. Monitor employee progress through check-ins, feedback, and documentation.
4. Diagnose common causes of performance gaps before choosing an intervention.
5. Conduct performance conversations with clarity, fairness, and respect.
6. Prepare for evidence-based appraisal and recognize good performance effectively.
7. Create a simple performance management action plan for workplace application.



Learning Methodology

This webinar will be highly interactive and application-focused. Participants will work on practical templates, analyze short workplace examples, answer reflection questions, and create simple action plans they can apply after the session.

The session may include:

- Short lectures and guided discussions
- Practical worksheets and templates
- Workplace examples and mini-cases
- Breakout room sharing
- Feedback practice
- Performance gap diagnosis exercises
- Individual action planning

Learning Application

Participants will be encouraged to complete a simple learning application activity after the webinar. This may include clarifying performance expectations for one role, conducting a check-in conversation, giving feedback using SBI, documenting a performance event, diagnosing a performance gap, or recognizing a specific contribution.

Organizations that want stronger learning transfer may arrange a follow-through session where participants can report their application progress, share lessons learned, and identify barriers to implementation.

Workshop Outline

Time	Module	Key Topics/Activities
8:30 AM – 9:00 AM	Opening, Context Setting, and Learning Objectives - Welcome and program overview - Performance management challenges faced by managers - Why appraisal alone is not enough - Participant expectations	Align participants on the purpose of the program and establish performance management as an everyday leadership responsibility.
9:00 AM – 10:15 AM	Module 1: Performance Management as a Leadership Practice - Performance management vs. performance appraisal - The manager-employee performance partnership - The performance management cycle - Common mistakes managers make - Manager and employee responsibilities	Help participants appreciate performance management as a continuous process of setting expectations, monitoring progress, supporting improvement, evaluating fairly, and recognizing performance.
10:15 AM – 10:30 AM	Break	
10:30 AM – 12:00 NN	Module 2: Planning Performance and Setting Clear Expectations - Defining performance expectations - KRAs, KPIs, targets, and standards - Results expectations vs. behavioral expectations - Basic KPI quality check - Setting expectations employees can understand and own	Enable participants to clarify performance expectations using simple, measurable, and practical standards.
12:00 NN – 1:00 PM	Lunch Break	

Workshop Outline

Time	Module	Key Topics/Activities
1:00 PM – 2:30 PM	Module 3: Monitoring Performance and Giving Feedback • Why monitoring must happen before appraisal • Monthly check-ins and progress conversations • In-the-flow feedback • SBI: Situation, Behavior, Impact • Documenting important performance events	Equip participants with tools for tracking progress, giving timely feedback, discussing barriers, and documenting evidence.
2:30 PM – 2:45 PM	Break	
2:45 PM – 3:45 PM	Module 4: Diagnosing and Addressing Performance Gaps • Why not all performance gaps are attitude problems • Systems gap, management gap, skills gap, and motivation gap • Choosing the right intervention • Coaching, training, support, resources, and process improvement • When to coordinate with HR	Help participants diagnose performance issues more accurately and choose appropriate support or corrective actions.
3:45 PM – 4:30 PM	Module 5: Appraising and Recognizing Performance Fairly • Appraisal as a summary of the performance cycle • Using agreed KPIs, standards, and evidence • Avoiding common rating errors • Writing specific appraisal comments • Recognizing results, improvement, ownership, teamwork, and values-based behavior	Enable participants to prepare for fair appraisal conversations and reinforce good performance through specific recognition.
4:30 PM – 5:00 PM	Learning Application Planning and Closing • Individual performance management action plan • Choosing one employee or role for application • Next steps after the webinar • Commitment sharing and closing synthesis	Help participants identify how they will apply the tools in their own teams after the webinar.

Facilitator's Profile



Edwin C. Ebreo

CEO & Founder of
ExeQserve Corporation

Why is Ed Ebreo your best choice for conducting this training?

Ed is recognized by the Philippine Society for Talent Development as a Certified Professional Training Designer (CPTD), and Certified Professional Training Facilitator (CPTF). He contributed significantly in the design and delivery of related certification courses to numerous practitioners.

Edwin is a seasoned expert in Organization Development and Talent Management with three decades of diverse experience spanning retail, financial, BPO, and HR consulting sectors. As President of the Philippine Society for Talent Development and host of "Usapang Training Atbp.", he plays a vital role in advancing the talent management practice in the country. Renowned for his proficiency in facilitating strategy formulations, policy development, and change management initiatives, Ed has led numerous projects aimed at enhancing organizational effectiveness and talent development. Widely recognized for his prowess in designing and implementing learning activities tailored to meet clients' unique needs across various industries, his commitment to empowering HR practitioners and individuals underscores his passion for nurturing talent and driving organizational success.

Learning Investment

Details	Duration	Early Bird Rate	Date
Managing Employee Performance	8 hours	Php 1,680.00 (VAT Inclusive)	October 13, 2026

Note: The early bird rate is valid until October 6, 2026. After this date, the regular rate of PHP 2,240 per participant, VAT-inclusive, will apply.

Payment and Registration

Register through our online registration form: <https://forms.gle/YhpJzMikuMmgf6mkZ>

And follow the instructions to settle your payment.

You may also opt to register through our Account Managers:

Step 1 - Send us a list of participants you want to register. Kindly include their full names, designations, and email addresses.

Step 2 - For the invoice, also provide the following:

- BIR 2303
- Key contact person (Full Name/Designation/Contact Number) for billing purposes.
- Billing Delivery Address

Step 3 - Settle your payments through bank transfer or bank deposit, and send us a copy of the proof of payment.

Bank Details

Account Name: EXEQSERVE CORPORATION

Account No. : 000-0005962-081

Bank: Security Bank (Dela Rosa Branch)

About ExeQserve

EXEQSERVE CORPORATION is an HR and Organization Development solutions provider that has been operating since 2007. As a strategic partner, we have helped our clients build high-performing teams by offering training, public workshops, and other HROD interventions.

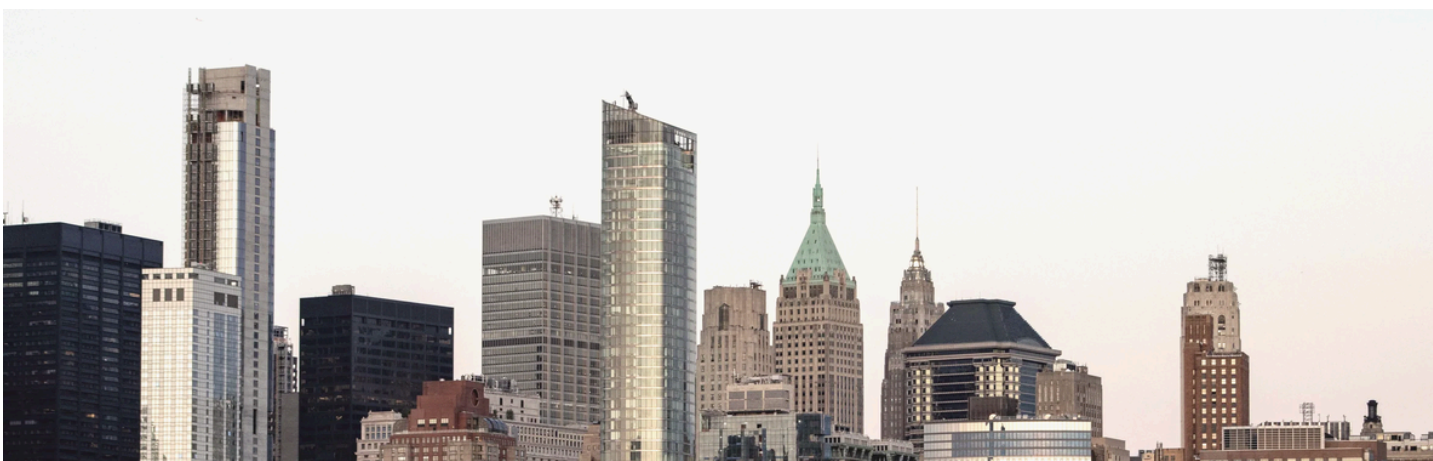
Training

ExeQserve Training will work closely with you to identify your training needs. We tailor-fit our programs to ensure that your employees get exactly what they need. With our passion for fun, balanced with our practical and skills-focused approach, we deliver training that is right for you.

At ExeQserve, we believe that the best way to develop employees' capacity to perform is through a strategic talent development approach.

Consulting

ExeQserve HROD Consulting does its best to understand your organization, its goals, and aspirations, and its current situation and identify the best solution to help enable and empower your employees to contribute to goal achievement. We design employment policies, incentive programs, performance management systems, and other interventions to help you achieve organizational alignment.



Mission and Vision



Our Vision

Powered by a successful team of professionals, ExeQserve shall be a sought-after partner of local and international organizations for our innovative and high quality talent and organization development solutions.



Our Mission

We are committed to providing outstanding services to help companies build teams of high performing individuals



Our Values

Our people are committed to giving value-adding services through:

Pursuit of Excellence

Creativity & Resourcefulness

Customer Intimacy

Flexibility

Teamwork

Fun