

Mansis Certification

in Employee Performance Management



Managing people is a skill that most employers expect. But it's something that many managers struggle with – and many others wonder if there's a simpler, more practical way of getting results from people.

That's what the Mansis Certification in Employee Performance Management is all about – **Simple, Sensible Management**. It's a practical skill development program designed from a proven system for managing people. In addition, Mansis *certifies* that participants will have successfully learned and demonstrated a core set of critical skills for people management. Employers can now have confidence that their new and current managers have more than just management concepts and knowledge. They have real skills that can be put into practice immediately.

Why Get Certified in Employee Performance Management?

Invest in your future and:

- ▶ Demonstrate your knowledge and skill in managing people
- ▶ Gain professional credibility
- ▶ Advance your career in, or into, management
- ▶ Distinguish yourself from your peers
- ▶ Increase your earning potential and your success in managing your own business

Who is this Certification Program for?

- ▶ Any person having or aspiring to have the responsibility (and role) for developing and managing others in any industry including profit-oriented, government, not for profit, associations and clubs
- ▶ Individual participants or a management team from any type of organization



Program Objective:

To certify that participants have both the knowledge and core skills required to develop and manage people. Participants earn a Mansis Certification in Employee Performance Management.

Benefits for Current or Potential People Managers

- ▶ Learn and immediately use simple, practical skills, forms and procedures based upon a well-researched and effective performance management system
- ▶ Learn and demonstrate significant management competencies that employers require without having held a job managing people
- ▶ Receive skill performance feedback and advice from a specialist in people management
- ▶ Use both workshop participation and home study to maximize the return from the time invested in the Program
- ▶ Join a support network of participants and instructors and gain access to additional resources
- ▶ Strengthen your resume and job applications with the addition of this Certification
- ▶ Re-certify every one or two years in a refresher workshop, to continuously improve and demonstrate your current competencies

***Simple, Sensible
Management***

How the Certification Program Works

After registering for the Program, you participate in a 3 ½ day workshop and complete home study assignments. You will take a web-based knowledge test based on the course content and complete an in-class assessment of the skills that you have learned and practised in the workshops. The workshops are designed to build your confidence by practising realistic applications of the skills with support from our team of experts. Mansis has used this formula for years to help participants from all backgrounds quickly learn people management skills.

Successful participants receive their Certification, along with an invitation to take advantage of free follow-up support and networking. Re-certification (refresher) workshops and additional seminars are also available to successful participants.

Additional Benefits for Organizations

- ▶ Certified individuals can demonstrate a significant management competency without having held a management position
- ▶ Newly appointed leaders/managers, if certified, won't be learning how to manage their people by trial and error
- ▶ Re-certification every one or two years keeps a manager's people management skills current and effective, especially performance problem-solving skills not frequently used.

Core Management Skills to be Certified are:

- ▶ Using a set of simple, effective tools for giving performance direction
- ▶ Coaching others to change behavior/performance
- ▶ Giving documented recognition
- ▶ Holding others accountable for job performance
- ▶ Using Performance Reviews to develop others
- ▶ Diagnosing and resolving employee performance problems
- ▶ Tracking and documenting employee performance
- ▶ Motivating others
- ▶ Using Official Discipline
- ▶ Listening and using Non-Directive Interviewing Techniques
- ▶ Implementing Change with the Performance Management System

Additional Program Information

Please visit www.mansis.com for additional program information as well as program pricing and availability.

The Mansis Development Corporation

The Mansis Development Corporation, a management consulting and training company established in 1978, specializes in performance management and works with senior management of small and medium-sized organizations to implement organizational change and to improve people management practices. Mansis researches, develops and implements supervisory and management skill training programs as well as management systems for government and private sector clients, and provides professional management consulting and in-sourcing services in human resource management.



Principal Developer of the Mansis Performance Management System and President of the Mansis Development Corporation
Robert H. (Bob) Kent, MBA, PhD

With 40 years of experience assisting all levels of management

to manage people, Bob has learned what works best in Performance Management. The Mansis Certification in Employee Performance Management Program is based on Bob's extensive experience as a senior executive, researcher, writer and educator in the skills and practice of managing people. Besides training and consulting for client organizations, Bob has lectured for many years in Universities, such as the Asper School of Management MBA Program.



Simple, Sensible Management

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