

Module 1: Getting Started

Recommended to be delivered at the start of a roll out

This module is all about helping managers to understand and buy into the benefits of using Actus to embed a year round performance management culture. It makes clear the link between talent retention and management behaviours and forms part of the change management process by setting Company Expectations around system usage and people management.

The Actus system is introduced with individuals getting 'hands-on' to set SMART objectives and 121's within the system.

Outcomes:

- Buy in to the purpose and aspirations for performance management within your organisation
- Clarity about the importance of management behaviours in driving performance, engagement & retention
- Experience in setting SMART objectives that align with business needs
- Familiarity around how to prioritise objectives to drive the best business outcomes
- Understanding how to effectively review objectives during 121's to drive ownership and accountability
- Familiarity and confidence in starting to use the Actus system.

Actus alignment

- Overview of the entire system
- Setting, reviewing, updating and completing objectives & milestones
- Managing 121's
- Developing and closing actions
- Reviewing and updating via the dashboard
- Adding attachments and comments

