A. **Course Description**
   - **Credits:** 2.00
   - **Lecture Hours/Week:** 2.00
   - **Lab Hours/Week:** 0.00
   - **OJT Hours/Week:** 0
   - **Prerequisites:** None
   - **Corequisites:** None
   - **MnTC Goals:** None

   Performance management is the core of the supervisor's job. Learn to manage employee performance by establishing performance expectations, identifying and providing needed training and support, monitoring performance, and providing formal and informal feedback. Practice conducting employee performance evaluations. Discover methods to take corrective action. Identify sources of inadequate performance - skills and knowledge, processes and systems, motivation and personal issues - and determine appropriate resolution to each. Prerequisites: None

B. **Course Effective Dates:** 4/7/98 – Present

C. **Outline of Major Content Areas**
   - As noted on course syllabus

D. **Learning Outcomes**
   - As noted on course syllabus

E. **Minnesota Transfer Curriculum Goal Area(s) and Competencies**

F. **Learner Outcomes Assessment**
   - As noted on course syllabus

G. **Special Information**
   - None noted