

MANAGING PERFORMANCE PRIORITIES - (ALSO KNOWN AS)

- [] THE "VIRTUAL" CEO
 - [] MANAGING TEAMS AND ORGANIZATIONS
 - [] "VIRTUAL" SALES MANAGER
 - [] THE "VIRTUAL" MANAGER
 - [] THE "VIRTUAL" CONSULTANT
 - [] "VIRTUAL" CONSULTANT AND TRAINER

Maintaining Control.

Today's Management has a long list of responsibilities that go beyond the task of managing subordinates and "direct-reports." This is often accomplished by repeated meetings that are as time consuming as they are often ineffective. The cause tends to be lack of clear communication and consistent focus causing employees to struggle with undirected self-management. As the fast-paced workplace puts a strain on time how can we ensure that effective focus and communication are maintained?

How many times have you assigned tasks, projects, or duties, only to have them come back to you incomplete, late, or completed improperly. The task of monitoring assignments, verifying completion, and in many cases re-assigning tasks consumes an enormous amount of Management time and energy.

The solution is "**Managing Performance Priorities**" a 24/7 web based program where a manager and employee can simultaneously establish priorities and maintain the interactive communication necessary to document progress and achieve goals.

The process is Simple!

Once set up, the program works to turn your direct reports into a well disciplined team, similar to the organizational dynamic of a professional sports team. There are multiple participation levels.

Terminology:

1. The Coach

This is the CEO, Manager, or Sales Manager a person who coaches and guides performance and approves or initiates action.

2. The Players

This refers to your direct-reports, team members, sales personnel, etc. They can initiate action and submit to the coach for approval or receive instructions from the coach and advise the coach how the goal will be accomplished.

3. The "Fan "

This is a person or persons who have the ability to overview the interaction between the coach and players. They cannot directly interfere or change plays although they may contact the coach with suggestions.

Example: The Coach is a Sales Manager, The players are the individual salespeople, the Fan is the CEO, or Consultant.

How it works:

In most instances -

- The employee or player determines tasks and priorities and submits a game plan to the coach or manager.
- The Coach then approves or requests revisions and comments on the player's game plan. If a change is requested the player can revise the game plan accordingly.
- Meanwhile those with a vested interest in the team, or fans, can review the game plan's progress.
- At the end of each specific game plan's time frame the tasks are determined to be complete or incomplete.

Communication is clear, nothing is forgotten, and all progress is documented.

Why it works:

With Managing Performance Priorities,

- Managers and their team can become more effective in working toward a common goal and staying on the right path.
- Managing Performance Priorities eliminates employees standing around waiting for their manager to give them the next assignment. Instead, roles are reversed as the subordinates submit a game plan to the manager for approval.
- Personal accountability is held by everyone involved.
- Employees have the comfort of knowing their plan of action is approved before they are on their way.
- With this level of communication, time wasted on the wrong tasks is significantly reduced and no longer causes frustration and loss of productivity.
- Managing Performance Priorities is ideal for your situation as the universal format is simple and easily incorporated.
- With online accessibility distance is not an issue for a manager and team in different locations.
- The 24/7 online program allows managers and players to communicate at a time that is most convenient for them.
- The "Round-Robin" effect is eliminated, that is once a task is initiated, assigned and approved it does not come back to the coach again.
- Meeting times are reduced as Managing Performance Priorities allows the Coach to maintain team focus and control as it improves communication.
- In just a few minutes a day, Managers can manage teams of any size and any geographical location.

Achieve Long-Term Benefits.

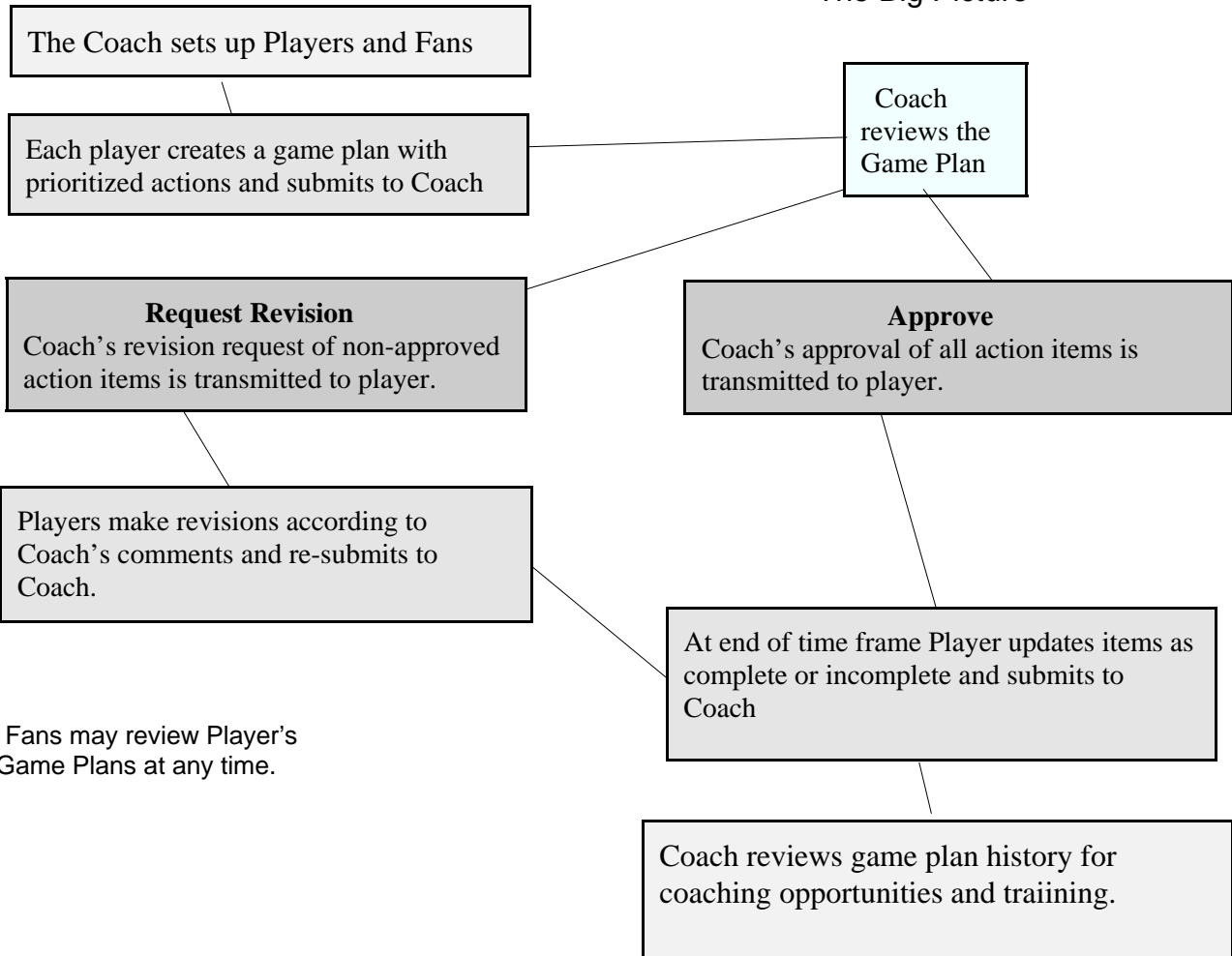
- Regular and concrete feedback from the Coach will benefit employee’s task management (or sales management), and teamwork skills.
- The system supports communication while also providing information to aid performance evaluations.
- Reports are created by date range to show approved, denied, pending, complete, or incomplete tasks.
- Reports can be used to help distinguish trends in performance or identify the cause for struggle.
- An unlimited number of players and fans allows for multi-tier management and coaching.
- The use of the system encourages employees to take the initiative and become more “self-supervising” thus allowing Managers more time to focus on other duties.

Program includes:

- Password protected access and set-up
- Set-up assistance at no cost (if required)
- Operations manual

Typical flow chart

The Big Picture



* Fans may review Player's Game Plans at any time.