PERFORMANCE MANAGEMENT

Support, track and measure professional development.

Investing in your staff's ongoing development will not only foster a stronger, more engaged workforce, but will help your organisation remain a responsive and evolving force within your sector.

Totara Learn provides the means to measure, monitor and encourage personal and professional development, and offer staff, managers and your HR team a comprehensive performance management tool.

DIGITISE AND AUTOMATE YOUR PERFORMANCE REVIEW PROCESS

Totara Learn offers a sophisticated appraisal system to capture, evaluate and facilitate discussion on professional and personal development of staff.

Courses, programs, certifications, competencies and learning objectives from an individual's learning plan can be automatically pulled into an appraisal form to evaluate formal and informal learning undertaken both internally and externally to the system.
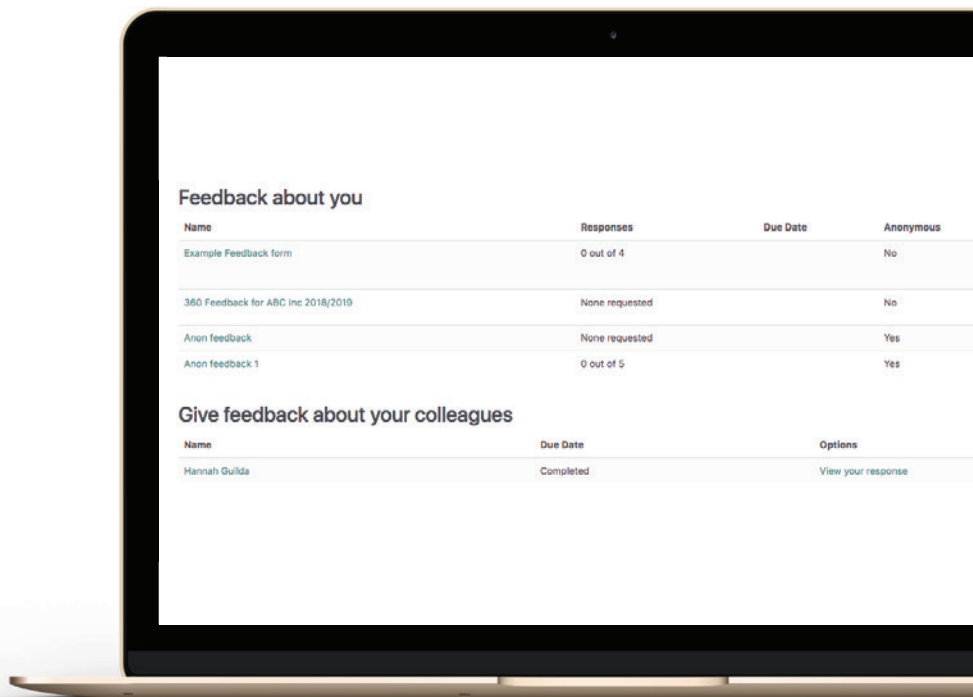
Featuring a variety of configurable and customisable question types including multi-choice, custom scales, set text and images alongside workflows for learners, managers, manager's managers and an appointed appraiser, the appraisals system offers a streamlined and automated alternative to paper-based forms.

CREATE 360° FEEDBACK FOR A FULLY ROUNDED VIEW OF PERFORMANCE

With the ability to build anonymous or named 360° feedback forms, you can collect and collate feedback from individuals, managers, team members and peers, to develop a comprehensive view of your staff's personal and professional development requirements.

Offering a range of question types including multi-choice, custom scales, long and short text, feedback forms can be standardised across the organisation or for specific audiences.

Learners can request feedback from specific users within Totara Learn or even from individuals outside of the system as well as send completion reminders directly from the system.

Feedback about you

Name	Responses	Due Date	Anonymous
Example Feedback form	0 out of 4		No
360 Feedback for ABC Inc 2018/2019	None requested		No
Anon feedback	None requested		Yes
Anon feedback 1	0 out of 5		Yes

Give feedback about your colleagues

Name	Due Date	Options
Hannah Guilda	Completed	View your response

SET AND TRACK INDIVIDUAL OR TEAM-BASED GOALS

Learners can set their own personal development goals, with or without target dates, and use a custom scale for tracking completion. Managers can add new goals directly to an individual's dedicated goal tracking area or via an appraisal form.

Predefined company or team goals can also be assigned to individual learners or to specific groups of learners. Company goals can include organisational missions, values or targets and apply to all users within a site.

FIND OUT MORE

www.totaralearning.com

Freedom to Learn