



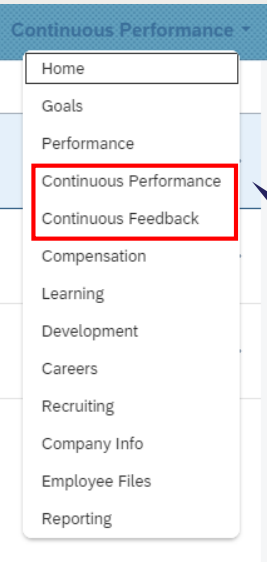
CONTINUOUS PERFORMANCE MANAGEMENT



CPM (Continuous Performance management)

- This tool helps superiors to communicate with their teams more often and to continuously record achievements and activities
- Use CPM to:
 - Manage regular communication with your team and superior.
 - Provide or request feedback from both internal and external people.
 - Continuously assess achievements and link them to specific goals.

CPM - Continuous Performance



Select
**Continuous
Performance**

There are 3 main categories in CPM that you can use throughout the year: activities, achievements and feedback - you will find the first 2 of them in the **Continuous Performance** section. Feedback you can find in **Continuous Feedback**.

Options for: adding a new activity; start a meeting (used to create a record of a meeting with a subordinate/superior); option to add an achievement.

The dashboard is titled "My Activities with Gabi Glázrová" and includes buttons for "Create Activity", "Start Meeting", and "Achievements". It features two view options: "View by Status" (selected) and "View by Goal". The main content area displays five status cards:

Status	Count	Activity Name	Update Info
Not Started	1	Test activity	Updated today
On Target	0		
Off Target	0		
Completed	1	Test achievement	Updated today
Not Completed	0		

Create a new activity/achievement

You can add a new activity (or achievement) via the button Create activity / Create achievement (the fields to be filled in are similar)

You can linked the activity / achievement to both a performance goal and a development goal.

Create Activity

Activity Name: *

Enter the activity name.

Status:

Not Started

Linked Goals

Performance Goal

No goals available

Development Goal

No goals available

Save

Cancel

CPM – zpětná vazba

The screenshot shows the 'Feedback' section of a software interface. At the top left, a red box highlights the 'Continuous Feedback' menu. Below it, the 'Feedback' header is visible, with tabs for 'Feedback Received', 'Feedback Given', and 'Requests Sent'. The 'Feedback Given' tab is active. Two feedback cards are shown for the year 2023. The first card is from Ben Brook, an Accounting Specialist, with the text 'Oceňuji spolupráci s tebou, protože... / I appreciate cooperatio...'. The second card is from Jan Werich, also an Accounting Specialist, with the text 'Během projektu se ti povedlo... / You did well during the project...'. A blue box at the top right contains the text 'You can ask someone from the company for feedback, or give it to someone from your colleagues.' and has an arrow pointing to the 'Request Feedback' button. Another blue box at the bottom right contains the text 'When you receive feedback, you will receive an email notification.' and has an arrow pointing to the 'Feedback Received' tab. A third blue box on the left contains the text 'Here you can see: the feedback you received, in other tabs then the feedback you gave to someone.' and has an arrow pointing to the 'Feedback Given' tab.

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When you receive feedback, you will receive an email notification.