

The Performance Group

The following brands are all trading names of The Performance Group Limited

Human Performance HR Performance Recruit Performance Retail Performance World Wide Web Performance Printing Performance

Modus Operandi

What is a modus operandi?

A "modus operandi" is Latin for "method of operation". It is a list which details the process by which any task or project is undertaken. Following a modus operandi is an excellent way to achieve consistent results and can easily apply to the simplest of tasks to the most complex.

- Appoint a **leader**
- Read and **communicate the brief** and verify that **everyone understands it**
- **Identify the skills** within the group
 - Consider **knowledge, strengths** and **weaknesses**
- **Empower** individuals by **delegating tasks** and **responsibilities**
- **Plan** and **organise** to allow completion of task
 - Consider **task, equipment** and **time**
- **Do the task**
- **Review** the activity undertaken *
- **Learn** from the experience *
- **Adapt** behaviour for next activity *

*** It is important that the review process takes place during the task.**