

Conducting a Performance Review



making a positive difference to people and organisational performance

Duration: 1 Day

Overview: Performance management and 1-2-1 reviews focus on obtaining results from people not merely judging them! It requires the skills of directing work, recognizing and rewarding, discovering employee concerns to offer and receive feedback and hopefully to increase employee job satisfaction.

As part of performance management, such reviews are future related, they require open communication, trust and respect from both parties to build and develop the working relationship.

Designed for: People managers at all levels (eg Team Leaders, Supervisors and Departmental Managers) that are required to conduct performance management reviews and wish to update their existing skills and knowledge levels in line with current best practice.

Objectives: By the end of this course you will be able to

- understand the importance and mechanics of a range performance management processes
- conduct 1-2-1 reviews
- set SMART objectives
- appreciate the levels of interpersonal skills and behaviours required to plan, prepare and conduct a successful review meeting
- explain the key stages of a performance review meeting
- demonstrate the key relationship building skills and give and receive constructive feedback
- identify suitable development opportunities for your staff
- practice your skills in a 1-2-1 review situation

Method: Trainer led session with group practical workshop activities and input, best practice techniques and constructive feedback facilitation, as well as time for reflection and personal action planning.

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content