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Conducting Performance Reviews

Introduction

Introduction Performance reviews are one of the most challenging responsibilities that leaders have, and this course will walk you through the process step by step and help you avoid many common pitfalls.

Objectives Learn ways to get the employee involved in the review process, and techniques to use in the performance discussion itself. An understanding of techniques for dealing with challenging situations and responses, and important suggestions for improving employee performance in the next review period.

Designed for Managers in all areas of business who need to conduct appraisals of their colleagues.

Duration 1 day

Topics

- Establish a baseline.
- Clarify job responsibilities.
- Gather supporting information.
- Help the employee prepare.
- Discuss performance.
- Develop a plan for the discussion.
- Apply effective interviewing techniques.
- Implement the plan.
- Maintain focus.
- Encourage achievement.
- Provide ongoing feedback.
- Coach employees for continuous improvement.
- Document performance.

Follow-up Executive to employee communication strategies – 1 day

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