

CONDUCTING PERFORMANCE REVIEWS

Maximise the benefits from your Performance Reviews

Performance Reviews are some of the most critical discussions that your managers will have with their team members. Help your new and experienced leaders develop or tune up their skills as they move into another performance cycle so they are prepared to have constructive and positive performance conversations.

Encourage and develop leaders in your team, build their confidence and accelerate individual learning to improve performance across the organisation.

Workshop Content

Developing your team members to be high performers is an aspiration for all leaders. This workshop explores key concepts and structures which all managers can adopt, to help their team members maximise their potential, develop their skills and meet the expectations of their role.

Workshop duration can be customised to suit your business, performance review structures, policies and development plans. Content includes: The importance and approach for a performance review; The principles of performance management; Establishing clear goals and setting expectations; Preparing for and conducting performance reviews; Frameworks for providing effective feedback; Coaching as part of the review process.

Learning Outcomes

Upon completion of this workshop, participants will be able to:

- Understand how to prepare for an effective performance review using a step-by-step structure
- Set and measure objectives and goals
- Provide effective feedback, driving individual and team performance
- Understand the role of mindset in the process
- Manage reactions to feedback and emotion
- Capture actions and plan further development



Recommended for:

Leaders and managers wanting to fine-tune their performance review skills.



Delivery:

Face-to-face or virtual



Workshop duration:

Customised to suit your business and policies



No. of attendees:

12

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