Perfecting Performance Reviews

Course Description

As a manager, the task of conducting performance reviews tends to be rather cumbersome. You are responsible for delivering annual evaluations for all your employees, consuming the weeks before these reviews with research & analysis on every individual within your organization.

While this process is essential for determining how well an employee performed throughout the year, and an opportunity to provide feedback and determine future goals, this annual expectation is also one of the most dreaded & daunting administrative processes that HR manages. For most employees, this is an opportunity to prove your worth to your boss and get a leg up in your career, but with these reviews come the added stress of acknowledging weaknesses and setting productive goals for the upcoming year.

End of the day, the pressure of performance review season tends to be draining and nerve-wracking time of the year for the entire organization.

Learning Objectives

- Benefits of focusing on performance planning rather than the annual performance review
- Clearly define employee job duties and your expectations
- How to set daily, monthly, and yearly goals
- Communicate with employees frequently and constructively
    - o How to observe, monitor, and document performance through the year
    - o Techniques on how to give regular feedback
    - o Informal talks
- How you can get the results you need from your employees
- How to manage a coaching meeting
    - o Preparing the meeting
    - o Conducting the meeting
    - o Documenting the meeting
- How to conduct a disciplinary meeting
    - o Previous documentation
    - o Conducting the meeting
    - o After the meeting/Next steps
- Stress management techniques