

PERFORMANCE REVIEW & APPRAISAL TRAINING

This course provides managers with an overview of the typical Performance Review/Appraisal Process in the workplace and how they and those they manage can get the most out of it.

MAIN BENEFITS:

- + Be more knowledgeable around the Performance Review (PR) process, its benefits and why reviews are carried out.
- + Know what a good PR discussion looks like.
- + Know how to set measurable objectives and provide feedback to employees.
- + Know when and how to follow up with an employee on agreed actions.
- + Know when a review should lead to more informal action.

WHAT YOU'LL LEARN:

- + The benefits of a Performance Review.
- + What you should cover in the Performance Review discussion.
- + The importance of objective setting.
- + The benefits of a Performance Review.
- + How to set a 'SMART' objective.
- + Effective listening.
- + How to provide feedback effectively.
- + How to prepare well for the review discussion.
- + How to manage difficult conversations.
- + What a more formal approach to performance management looks like.

COURSE DATES

This is a bespoke course which we'll design for you and however many delegates you'd like to attend.

Please get in touch to discuss dates and availability.

hello@thepeoplefactor.org.uk

WHO SHOULD DO THIS COURSE?

New and existing line managers who'd like an introduction to or a refresh on Performance Review processes and performance management in general. The course is also suitable for new entrants to HR who want to develop their career skillset.