



Conducting Effective Performance Reviews

Performance reviews play a role, in the growth and development of employees. The meeting for a performance review holds importance in career planning. It's essential for both the employee and supervisor to be aware of the expected outcomes beforehand. As German philosopher Goethe wisely said, "Treat people as if they were what they ought to be. You help them become what they are capable of being."

One of the factors in achieving company objectives is setting goals and objectives, for both supervisors and employees. These targets provide a focus enabling everyone to work towards goals. Additionally, supervisors need to master the art of providing timely feedback encompassing both reinforcement and constructive criticism. This approach allows employees to learn, grow and develop their skills. All these activities are parts of performance appraisals.

Course Overview

At the beginning of this workshop session participants will have an opportunity to get acquainted with each other while discussing the agenda for the day. They will also have a chance to identify their personal learning objectives.

In this one-day workshop we aim to assist you in teaching participants the following aspects;

- The significance of implementing a performance review system, for employees.
- How to collaborate with employees in establishing performance standards and goals.
- Developing skills in observing, giving feedback listening and asking relevant questions.
- Learning an effective interview process and providing opportunities for participants to practice in a supportive environment.
- Ensuring that the performance review process follows guidelines.

Conducting Effective Performance Appraisals;

To start off we will engage participants in discussions about what performance appraisals entail and why they hold importance. Additionally, we will emphasize the significance of building trust throughout the appraisal process.

Common Mistakes to Avoid;

This session will delve into the three encountered errors during performance appraisals. Participants will gain insights on how to steer clear of these pitfalls.

Different Types of Performance Reviews;

Next participants will acquire knowledge on types of performance reviews including reviews, informal reviews, probationary reviews and 360-degree reviews. Understanding the characteristics and purposes of each type is essential.

The Performance Management Process;

During this session we will examine the four-stage performance management process through a lecture format. Following that participants will work together in groups to review sample appraisal forms.

Setting Goals with SPIRIT;

In this segment attendees will familiarize themselves with the SPIRIT acronym for setting goals. We will also discuss strategies, for establishing both term and long-term goals.

The Performance Management Cycle

During this session we will delve into the two phases of the performance management cycle; laying the groundwork, for review and establishing performance standards. We will also touch upon BARs and KRAs briefly.

Setting Standards

Through an exercise participants will understand the significance of having standards in place.

Creating a Performance Development Plan

Another crucial aspect of the performance management cycle is developing a performance development plan. Participants will gain insight into the components of this type of plan.

Feedback and Communication

Participants will be provided with tips on giving feedback and effective communication in this session.

Listening Skills

We will explore listening skills closely during this segment.

Communication Strategies

Participants will learn about asking questions probing techniques and understanding body language in this session.

Giving Feedback

This session will address the six characteristics of delivering feedback. To reinforce these principles participants can apply them to three case studies.

Accepting Criticism

Participants will learn how to accept criticism in this segment.

Planning the Interview

We will discuss preparations that participants should undertake before conducting a performance appraisal interview, in this session.

The Interview

This session introduces participants to an interview format which they can practice through role play.

Goal Setting Role Play

We will begin this session with a role play focused on the step of the performance appraisal process, which's goal setting. Afterward there will be discussions and feedback, from both the trainer and other participants.

Providing Feedback

Moving forward we will then proceed to the step of the performance appraisal process; providing feedback. Participants will engage in a role play activity to practice this stage.

Coaching

Participants will have an opportunity to practice coaching through a role play exercise.

Appraisal Preparation

In this session participants will also be preparing for an appraisal.

The Interview

The next step in the performance appraisal process is conducting an interview. This activity will serve as a conclusion to our process.

Maintaining Performance

This session aims to explore approaches and strategies for achieving this goal.

Handling Performance Problems

During this session participants will learn how to handle situations where an employee is not meeting expected levels of performance.

The Part Where Someone Gets Fired

Lastly, we come to the part where we discuss what steps need to be taken when someone needs to be let go. Participants will have an opportunity to practice their skills through a role play scenario.

Summary of Pre-Assignment Evaluation

In brief during the one-day workshop participants will assess their pre-pinpoint areas, for enhancement and devise a plan of action.

Performance Management Guidelines

Participants will examine checklists designed to facilitate the performance management procedure.

Wrapping Up the Workshop

Towards the end of the course participants will be given a chance to raise queries and complete an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725

