

Managing Successful Performance Reviews

What's in it for you?

This course is for all line managers who want to 'raise the bar' for direct reports and engage them dynamically in the performance management process.

What you will get out of it

By attending the course you will:

- Know how to engage direct reports in 'owning' performance.
- Recognise the importance of performance review as an essential performance management tool.
- Practise key skills in preparing setting objectives, reviewing performance and identifying development needs.
- Deal with potentially difficult situations which arise in performance management interviews.
- Monitor performance plans throughout the period and take action on any variance.

Key Themes

- Understand what stops employees becoming engaged in their own performance management.
- Identifying job purpose and key result areas.
- Setting S.M.A.R.T. performance objectives.
- Reviewing performance – preparation, conducting the interview.
- Performance issues – capability vs. conduct.
- Turning performance management from a 'control' tool to an 'engagement' tool.

What's Involved

This course is centred on a series of practical exercises which relate to specific performance review situations. Delegates have the opportunity to apply the learning to highly realistic and challenging appraisal interviews and receive feedback on their performance. The exercises are linked by a series of tutor-led inputs and supported by relevant handouts.

“Only positive consequences encourage good future performance” KENNETH BLANCHARD