

It's Time To Stand Out

Conducting Effective Performance Reviews



Setting goals and objectives to aim for will give supervisors and employees a like focus, and targets to aim for. Supervisors must also learn how to give feedback, both positive and negative, on a regular and timely basis so that employees can grow and develop. Performance appraisals are the cumulating of all these activities.

What You Will Cover:

- The importance of performance appraisals
- Defining expectations and consequences
- Developing standards and goals
- Documenting performance
- Performance feedback and coaching
- Developing an interview format
- The appraisal as a two-way process
- Managing employee performance
- How to fire someone

How You Will Benefit:

- Recognize the importance of having a performance appraisal process for employees.
- Understand how to work with employees to set performance standards and goals.
- Develop skills in observing and giving feedback, listening and asking questions, for improved performance.
- Identify an effective interview process and have the opportunity to practice the process in a supportive atmosphere.
- Develop strategies for managing employee performance.

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