



Conducting Performance Reviews Workshop

GOAL: The goal of this 4-hour workshop is to teach participants how to assess performance effectively, give employees constructive ongoing feedback, and conduct the performance review meeting.

BENEFITS OF PERFORMANCE REVIEW TRAINING:

- Prepare for a positive and constructive performance appraisal
- Base performance assessment on facts and behavior
- Use positive feedback to motivate team members
- Build on the employee's strengths to improve performance
- Gain team member participation in assessment
- Conduct an effective performance review meeting with an employee

HOW THE PROGRAM WORKS: Through instruction, program trainers teach participants the skills and attitudes necessary to conduct an effective performance review.

PROGRAM OUTLINE:

- Review current process
- Set SMART Goals / Expectations
- Assessing employee performance
- Employee continuous feedback
- The performance review meeting
- Action planning

METHODOLOGY: Training sessions are comprised of lecture, written exercises, large and small group discussions, PowerPoint and video presentations. Workshops materials include participant material.