

**To discuss this course or
book your place:**

Call: 01752 222140

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Performance Reviews



DURATION

1 Day

COURSE OVERVIEW

During this course you will learn how to conduct effective performance reviews, whether informal one to one sessions or for appraisal sessions.

TARGET AUDIENCE

This course is designed for anyone who has responsibility for other staff and needs to do reviews of their performance at regular intervals.

LEARNING OBJECTIVES

On completion of this course, delegates will be able to:

- Describe the components of effective performance management.
- Write clear and SMART objectives.
- Conduct effective performance reviews.
- Give and manage constructive feedback.
- Write a Personal Development Plan.

PRE-REQUISITES

Although not essential, you will get the most from this programme if you are responsible for staff currently and have to conduct performance reviews. If you are about to conduct reviews for the first time, this course will give you the skills and knowledge required to do this.

COURSE OUTLINE

The following topics will be covered during this course:

- What is performance management?
- The benefits of performance reviews.
- What is the purpose of performance reviews?
- What are the expected outcomes of an effective performance review?
- How to prepare for a performance review.
- How to conduct an effective two-way performance review.
- The necessary follow-up.
- Core skills: Giving feedback, questioning and listening.
- Writing SMART objectives.