



“HOW TO CONDUCT PERFORMANCE REVIEWS (4 HOURS)”

Does your business or organisation experience any of these?

- Performance Reviews rarely or never done?
- All Reviews done by one manager putting them into task overload?
- New team members move off probation without a Performance Review?
- Performance Reviews are only done when correction of certain staff is needed?
- Team members have little or no sense of career development?
- Performance Reviews are simply pay reviews and sometimes avoided because of that?
- Performance Reviews sometimes turn into conflicts?

Would you like a cost-effective solution to these problems?

"How to Conduct Performance Reviews" is a comprehensive and highly effective training program that educates and empowers managers and supervisors in how to perform this important function to the highest standards and to get the most from the process for:

- The Team Members
- The Manager / Supervisor
- Organisation

Topics covered include:

- The Context for Performance Reviews
- Who Should Review Who?
- Planning and Preparation
- The Review Instrument
- The Conduct of the Sessions
- Confidentiality
- Reviews Follow-up

The program comes with a printed workbook and sample review instruments.