

Conducting Effective Performance Reviews



Performance reviews are an essential component of employee development. Someone once said, "If you always do what you've always done, you'll always get what you've always got." And, remember what the German philosopher Goethe said: "Treat people as if they were what they ought to be and you help them become what they are capable of being."

On this **one day course** you learn that by setting goals and objectives supervisors and employees can get unified 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 involve all these activities.

How You Will Benefit

At the end of the workshop you will be able to:

- Recognise 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

What You Will Cover

- The importance of performance appraisals
- How to avoid stereotyping
- 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
- Accepting criticism

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

YES! Enrol me now!

REGISTRATION FORM

Conducting Effective Performance Reviews

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

STELLARIS PTE LTD

P.O. Box 13596, Tauranga, 3141

Telephone: 07 577 1891 **Toll Free:** 0800 Be Best **Fax:** 07 577 1893 **Email:** info@Stellaris.co.nz

Stellaris PTE Ltd is registered as a private training establishment by the New Zealand Qualifications Authority under the provisions of the Education Act 1989 and its subsequent amendments.