

Conducting Performance Reviews™

Purpose

The purpose of this module is to help participants conduct a performance review that will increase employee motivation, learning, productivity, and collaboration throughout the year.

Process

During the module, participants complete a variety of individual and group activities, skills practices, video segments, and large group discussions that explore the following topics:

- What to avoid
- Key actions for conducting performance reviews
- Preparing for a performance review
- Practice asking and answering open-ended questions
- Practice conducting performance reviews
- Action planning

Payoff

At the end of the module, participants will be able to:

- Prepare for a focused and collaborative performance review meeting.
- Help their employees prepare for the performance review meeting.
- Give their perspective of the person's performance by focusing on core points.
- Overcome major performance disconnects with the employee.
- Demonstrate a set of key actions for conducting performance reviews.
- Increase employee motivation, learning, productivity, and ensure collaboration throughout the year.

Key Content

The Key Actions for Conducting Performance Reviews

1. Prepare for a focused discussion.
2. Set expectations.
3. Invite discussion.
4. Share your core points.
5. Jointly decide next steps.
6. Summarize the core points.

Typical Time Investment

Time commitment Varies. Please discuss with your certified AchieveGlobal facilitator, or the authorized Distribution Partner. (4 Hours)



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Authorized AchieveGlobal Distribution Partner:

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