

Conducting Effective Performance Reviews

Setting goals and objectives to aim for will give supervisors and employees a like 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 are the cumulating of all these activities.

How You will Benefit:

- Recognize 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
- ▶ Defining expectations and consequences
- ▶ Developing standards and goals
- ▶ Documenting performance
- ▶ Performance feedback and coaching
- ▶ Developing an interview format
- ▶ The appraisal as a two-way process
- ▶ Managing employee performance
- ▶ Conducting exit interviews

San Diego, CA

LA, CA

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$247.00 per person, plus applicable taxes. *Prices and dates are subject to change.

BE EVERYWHERE
YOU ARE!

Pre-Registration Form:

Conducting Effective Performance Reviews

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

Be! Everywhere You Are!

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