

## MODULE #6

### “How to Develop and Implement a Superior Performance Review System”

#### SUMMARY

Performance review is one of the most important processes that can be done with employees to enhance their career opportunities. However, many managers and supervisors avoid the process until the last minute. Some companies eliminate the process completely. Employees feel that performance review is something that is being “done to or against them.” This is all because of the lack of knowledge about how to make this process work to its highest potential. This program changes all of that to make performance review a positive experience for everyone.

#### What the Attendees Will Learn During This Workshop:

- How to fully understand what the performance review process is designed to achieve.
- How to deal with the interim review process so behavior and results stay on course.
- How to never use performance review in place of counseling or progressive discipline.
- How to develop confidence in the performance review process.
- How to help their employees see performance review in a positive light.
- How to use performance review in the employee career planning process.

#### What the Attendees Will Do During This Workshop:

- Develop the correct reasons for the performance review process.
- Design a performance review process to use with their actual employees.
- Design an actual performance review for a real employee.
- Conduct the performance review.
- Develop the setting for performance review.
- Create interim review processes.

**Major Benefits:** Employees benefit from a more frequent performance review that is focused on their goals as well as the company goals. This builds more of an ownership mentality. It also creates stronger and more focused employees.

#### Logistics:

This training will be presented two times in the same day, as follows:

- 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM (Repeat session)