

# HOW TO EFFECTIVELY CONDUCT & MANAGE PERFORMANCE DISCUSSION & REVIEW



## COURSE OVERVIEW

Yearly performance reviews are critical. Organizations are hard pressed to find good reasons why they can't dedicate an hour-long meeting once a year to ensure the mutual needs of the employee and organization are being met. Performance reviews help supervisors feel more honest in their relationships with their subordinates and feel better about themselves in their supervisory roles. Subordinates are assured clear understanding of what's expected from them, their own personal strengths and areas for development and a solid sense of their relationship with their supervisor. Avoiding performance issues ultimately decreases morale, decreases credibility of management, decreases the organization's overall effectiveness and wastes more of management's time to do what isn't being done properly. This is a comprehensive training to improve appraisers' performance management techniques.

## COURSE OBJECTIVES

- State the core principles and benefits of effective performance discussion and reviews
- Set and write SMART performance objectives
- Review the appraiser's performance and clearly summarize the agreed level of performance
- Give constructive and motivational feedback
- Hold structured conversational performance appraisal meetings

## COURSE OUTLINE

- Module 1: Principles of Effective Appraisals
- Module 2: Why We Hate the Performance Review
- Module 3: Setting SMART Objectives
- Module 4: The Appraisal Meeting
- Module 5: Appraisal & Review Skills
- Module 6: Practicing the Key Skills in Conducting an Appraisal
- Module 7: Performance Appraisal Documentation and Follow-up
- Module 8: Guidelines to Conduct Employee Performance Appraisals

## TARGET AUDIENCE

Hiring Managers, Department Managers,  
Division Managers, Supervisors, HR  
Managers, Business Owners and Team  
Leaders

## COMFORI SDN BHD

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