

How To Effectively Conduct & Manage Performance Discussion & Review

AVAILABLE FOR OFFLINE & ONLINE

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 roles.

OBJECTIVE

- State the core principle and benefits of effective performance discussion and reviews
- Set and write SMART performance objectives
- Review the appraises performance and clearly summaries the agreed level of performance
- Give constructive and motivational feedback
- Hold structured conversational performance appraisal meetings



If you have any enquiries,
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