

Soft-Train



*At Soft-Train
Technology Works*

Performance Reviews (1 Day)

COURSE GOAL: The student will learn effective methods for planning and conducting performance reviews, as well as how to undertake correction with regards to performance challenges.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Understand the basics of performance evaluations and why to undertake an evaluation project.
- Plan and create the essential items to run a successful performance evaluation.
- Conduct a performance evaluation.
- Correct any performance challenges discovered effectively and quickly.

KEY TOPICS:

I. Introduction

- A. Why Read This Guidebook?
- B. Who Should Read This Guidebook?
- C. When and How to Use It
- D. Why a Second Edition?

II. The Big Picture

- A. The Performance Management Cycle
- B. The Real Purpose of Performance Evaluation
- C. Types of Performance Evaluation
- D. The Tremendous Benefits to Gain
- E. Forms (and Formalities)
- F. The Performance Evaluation Model

III. Collect and Select

- A. Gather Information From as Many Resources as Necessary
- B. Brainstorm Descriptions of Performance
- C. Choose Substantive Data to Record

IV. Describe and Document

- A. Describe Performance with “The Write Stuff”
- B. Connect Behaviors, Impacts, and Examples Following “The 2.5 Rule”
- C. Fit Descriptions into your Form

V. Develop and Review

- A. Identify Opportunities for Employee Growth
- B. Draft Employee Development Profiles to Enhance Performance
- C. Seek Support from your Organization

VI. Conduct and Summarize

- A. Create a Comfortable Environment
- B. Share Highlights to Build Understanding and Appreciation
- C. Finalize Commitments and Collaborate Toward Mutual Goals

VII. Corrective Actions

- A. Administer Progressive Performance Counseling
- B. Consider a Standard Process for Corrective Actions

VIII. Summary