

# Perfect Performance Reviews

## Workshop Contents

### Module #3

Perfect Performance Reviews covers the following. It can be run as a half day, 2 x 2 hour sessions or 4 x 1 hour sessions.

<p><b>Section 1: Your review process</b></p> <p>In this first section we cover the principles of performance reviews and discuss your process, the key challenges you've faced in preparing for these and how to overcome some of the key pitfalls that can happen.</p> <p><b>Learning Outcome:</b> Having actions to take to overcome obstacles &amp; use the principles effectively.</p>	<p>Introductions 10 mins</p> <p>Content &amp; discussions 45 mins</p> <p>Action Plan 5 mins</p>
<p><b>Section 2: Tailoring your review</b></p> <p>This is an interactive session on consequence management (CM) – how to plan what results or behaviours you want to see and how to tailor what you say and do to achieve this. You'll then work through planning out how to adapt your review for different types of employees (high achievers, newbies etc.) Each needs to feel quite differently coming out of their reviews!</p> <p><b>Learning Outcome:</b> A map of what actions to take with different employees.</p>	<p>CM 20 mins</p> <p>Tailoring your reviews 25 mins</p> <p>Action Plan 15 mins</p>
<p><b>Section 3: Reviewing goals and skills</b></p> <p>We now cover techniques to use to measure goal achievement objectively and then how to describe and measure competency and skill levels (less black and white than goals and harder to phrase and measure).</p> <p><b>Learning Outcome:</b> Having techniques to use to measure goals &amp; skills.</p>	<p>Reviewing goals 20 mins</p> <p>Reviewing skills 35 mins</p> <p>Action Plan 5 mins</p>
<p><b>Section 4: Case Study</b></p> <p>Lastly you'll work through a mini review then debrief on whether your employee and you ended up with the results you both felt were right and what happened to get there - both things you did well and areas to improve going forward.</p> <p><b>Learning Outcome:</b> Practising the skills needed to review performance.</p>	<p>Case study session 30 mins</p> <p>Debrief 20 mins</p> <p>Action Plan 10 mins</p>