

CONDUCTING PERFORMANCE REVIEWS



Delivery:
Face to face or Virtual



Duration: From 2-hour overview
session to full day skills workshop



Maximum Participants: 12



Recommended for:
Leaders and managers wanting
to fine-tune their Performance
Review skills



Fully Pre-qualified on:
buy.nsw Supplier Hub,
VendorPanel and AusTender

Maximise the benefits from your Performance Reviews

Performance Reviews are some of the most critical discussions that your managers will have with their team members. Help your leaders develop and/or tune-up their skills as they move into another performance cycle.

This workshop can assist new managers to develop their skills or give more experienced managers the chance to refine their approach so they are prepared to have constructive and positive performance conversations.

WORKSHOP CONTENT

Developing your team members to be high performers is an aspiration for all leaders. This workshop explores key concepts and structures which all managers can adopt, to help their team members maximise their potential, develop their skills and meet the expectations of their role.

Content includes:

- The importance and approach for a performance review
- Understand the principles of performance management
- Establishing clear goals and setting expectations
- Preparing for and conducting performance reviews
- Frameworks for providing effective feedback
- Coaching as part of the review process

- Workshop duration can be customised to suit your business, performance review structures and policies and development plans.

PREPARE YOUR LEADERS FOR SUCCESS

Encourage and develop new and existing leaders in your team, build confidence and accelerate individual learning to improve performance across the organisation.

NSW CAPABILITY FRAMEWORK ALIGNMENT

- Personal Attributes
- Relationships
- Results
- People Management

RELATED WORKSHOPS ALSO AVAILABLE:

- Conducting Difficult Conversations
- Effective Communication: Understanding Self and Others
- Leadership Development

// This has been really useful to refresh my skills, these conversations can be challenging but having some clear structure to follow will make it much easier //