



e-learning

Appraising and evaluating your staff

The performance review is an important annual event, and a management task with a high priority for managers and employees. This is when individual targets are set and feedback is given – and it's also an opportunity to reset the course if and when needed. In short: expectations are high. This course will show you how to lead performance meetings confidently, the importance of feedback and how you can support and empower your staff members.

Booking Number: 2950

Group of participants:
Future and new managers from all departments

Duration: **approx. 4 hours**

Language:

Unit price:

€ 119,- zzgl. MwSt. | € 141,61 inkl. MwSt.

Package prices from 50 licenses on request

Learning objectives

- ✓ You will learn about the concept and importance of employee evaluations.
- ✓ You will gain an understanding of the function of employee evaluations for HR development and staff support.
- ✓ What makes a staff meeting successful and how to measure the success of your own meetings based on these criteria.
- ✓ How to manage difficult meetings by focusing on solutions and thus contribute to the motivation and development of your employees in the long term.
- ✓ How to give feedback and praise in an effective manner.
- ✓ What tools are needed to set, follow, and review your goals.

Contents

- Four golden rules for conducting successful performance reviews
- Tell people the truth
- How to conduct performance reviews
- Share your emotions
- Annual performance reviews: an annoying obligation or a constructive opportunity?
- Accept your mistakes
- Giving constructive feedback
- How to manage difficult appraisal situations
- Congratulating a colleague
- Notice the good things that people do
- Are you using the stroking formula?
- Motivate people on an individual basis
- How should you set goals?
- How to monitor objectives agreed during appraisal interviews
- Identifying your staff's motivations
- Sustainability as an intrinsic motivator



Information on the web

www.haufe-akademie.de/2950



Let us advise you

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