

# 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 will assist new managers in developing 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
- 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

### DURATION

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

### LEARNING OUTCOMES

- Understanding how to prepare for an effective performance review using a step-by-step structure
- How to set and measure objectives and goals
- How to provide effective feedback, driving individual and team performance
- Understanding the role of mindset in the process
- How to manage reactions to feedback and emotion
- How to capture actions and plan further development

### 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 AVAILABLE:

- Having Difficult Conversations
- Effective Communication Skills
- DiSC | Understanding Self and Others
- Strategic Leadership and Management

“ This has been useful in refreshing my skills, these conversations can be challenging but having some clear structure to follow will make it much easier ”