

Performance Reviews:

Overall Performance Rating

Demonstrated Consistency	Mastery	<input checked="" type="checkbox"/>
Demonstrated	Consistent Proficiency	<input type="checkbox"/>
Demonstrated	Competency	<input type="checkbox"/>
Consistent	but not all	<input type="checkbox"/>

Making Them Meaningful,
Useful and Worthwhile



Many managers find themselves with a deadline to complete performance reviews without ever having had any training in the how and why of performance reviews. Often new managers rely only on having been a recipient of past reviews as a benchmark. Even if that experience was a great one, it still doesn't give you all the tools you need when you are on the "other side of the desk." Performance reviews either motivate, or de-motivate, employees.

Regardless of what tools you currently use, this workshop will teach you skills that make a performance review motivating and meaningful for your employees.

Participants will learn to:

1. Identify at least 4 tips for preparing, conducting and following up on performance reviews
2. Clarify how performance reviews help employees be more strategic in work decisions
3. Avoid common biases in performance reviews
4. Improve alignment of individual goals to organization goals
5. Encourage accountability to goals through engaging employees in the process

Consider taking this workshop if the following are mostly true for you:

- I have not had training in how to conduct an effective performance review
- I have done performance reviews but they lack meaning and feel like more of a perfunctory duty than a creative dialogue
- I tend to put off conducting reviews for employees who have not been performing up to my expectations
- I have some great employees. I tend to just rate them excellent at everything and am not sure how to use the performance review to help them grow
- I want my employees to leave a performance review with a clear sense of personal and organizational direction and to be motivated to do their best

Visit the [RWHC Leadership Series web page](#) to view all our class offerings.

If you would like more information about the *RWHC Leadership Series*, please [email Education Services Manager, Carrie Ballweg](#), or call 608-643-2343.