

## EVALUATION AND PERFORMANCE APPRAISALS

Performance reviews are a regular task that neither manager nor employee look forward to. However, this does not need to be the case. Select has the in-house expertise to teach your managers how to communicate in an open and engaging manner.

### YOUR CHALLENGES

- You want to be able to provide feedback on your employees' performance in a constructive and encouraging manner.
- You want to carry out a constructive appraisal interview because this will acknowledge the value of your employee and thus also improve their motivation.
- You do not know how to handle difficult feedback
- You want to work with a more extensive performance management system and carry out formal high-quality feedback sessions throughout the year.

### OUR SOLUTION

Select supports companies with one of the most difficult discussions their staff can have in their career. In fact, such appraisal interviews do not have to be difficult. If well organised, such discussions can even be pleasant. For example, by aligning with the communication style of your staff. This requires a certain 'click' at the psychological level. A performance management system provides certain benefits that cost little in terms of time. This is not true of an annual appraisal interview.

In this course, we will work on continuous feedback and other efficient evaluation systems. The focus is on preparing for the discussion, the pitfalls, and the discussion techniques. In addition, we will review what the base conditions are for a good appraisal interview and how you provide difficult feedback in a constructive manner.

### OUR APPROACH

Theory about appraisal interviews is directly put into practice in an interactive manner. We swap experiences using role play, exercises, and brainstorming sessions. This leads to a valuable exchange of ideas and constructive feedback. Reality is never far away because participants are asked in each part of the course to apply their learning points to their workplace. These can be included in an action plan.

The course is divided into the four phases of an effective learning process. More specifically, these are the phases of the **Kolb learning cycle\***.

### WHAT YOU WILL ACHIEVE

You become more acquainted with your feedback style and also how to align your communication style with that of your staff. This enables you to provide a positive influence to achieve better results.

### KOLB LEARNING CYCLE\*

