

Evaluating Performance®

Describing & Developing Talent

Purpose Evaluating performance is not an event. It is a process that includes up-front planning and regular maintenance. It requires time. It demands thought. And evaluating performance begins way before you start filling out the performance evaluation form.

Performance appraisal provides a way to describe how your team members have performed on the job, and how they can improve their performance in the future. It also provides an opportunity to formally sit down and mutually develop work objectives and ways to achieve them. And, of course, it provides documentation to support all personnel decisions.

This program provides leaders and managers with the skills and tools to successfully prepare for, write and administer your company performance reviews.

- Objectives**
1. **Collect & select feedback for appraisals**
 2. **Describe performance in writing**
 3. **Identify opportunities for employee growth**
 4. **Draft employee development plans and performance objectives**
 5. **Conduct effective appraisal meetings**

Audience All team leaders (responsible for documenting performance & developing others)

Prerequisite **“Influencing For Business Results® (Using DiSC®)”** (JC Training Program is recommended)

Duration 1 half-day, or, 1 full-day program (depending on objectives and exercises selected)

Materials **Participant Workbook, including these practical on-the-job tools:**
Feedback Checklist & Memory Jogger, The Write Stuff (Connecting Behaviors, Impacts & Examples)

- Business Results**
- Performance strengths are recognized, rewarded and reinforced
 - Undesirable performance is redirected & improvement plans are established
 - Current & future roles and responsibilities are clarified
 - Clearer direction, increased motivation, and higher quality results are achieved
 - Key historical documentation is available to support all Human Resources decisions



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*Providing business leaders
lasting competitive advantages
through improved
team performance*