



# **Conduct a Performance Review**

# Conduct a Performance Review

By the end of the Power Hour you will be able to:

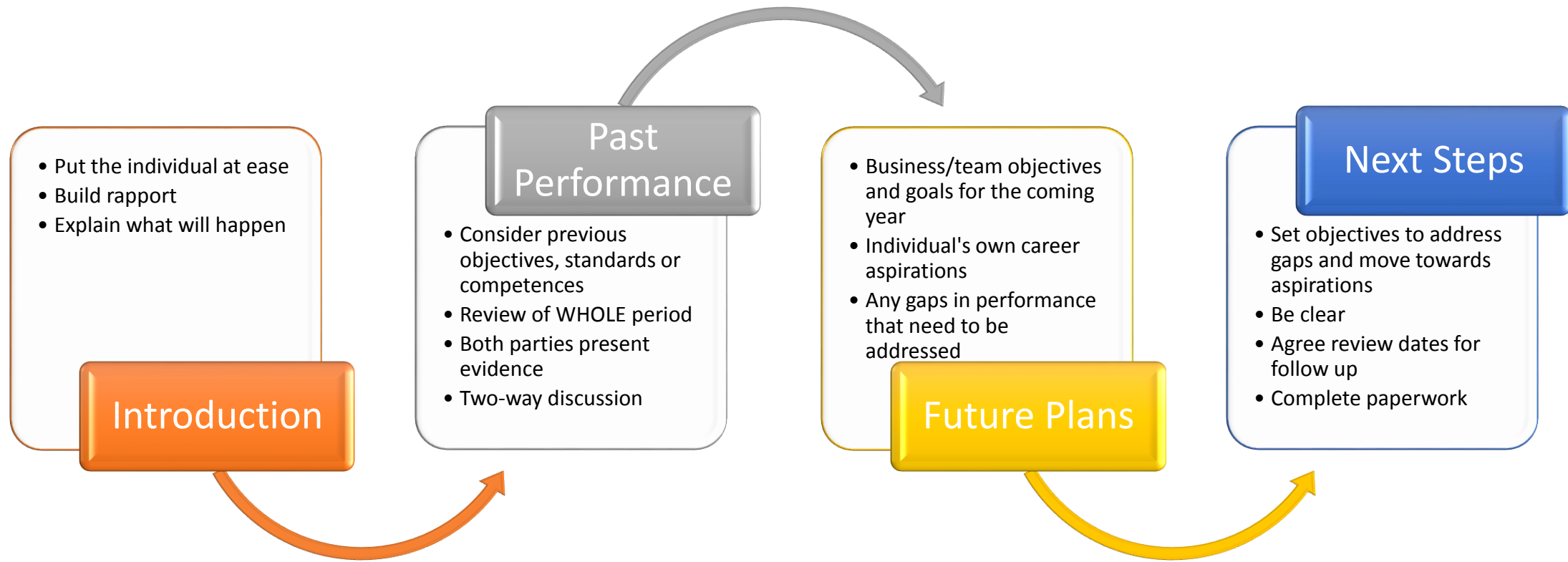
- Identify the characteristics of effective performance reviews
- Describe a useful structure for the performance review discussion
- Recognise the skills of effective performance reviews.
- Suggest how performance reviews can be followed up to maximise their impact.



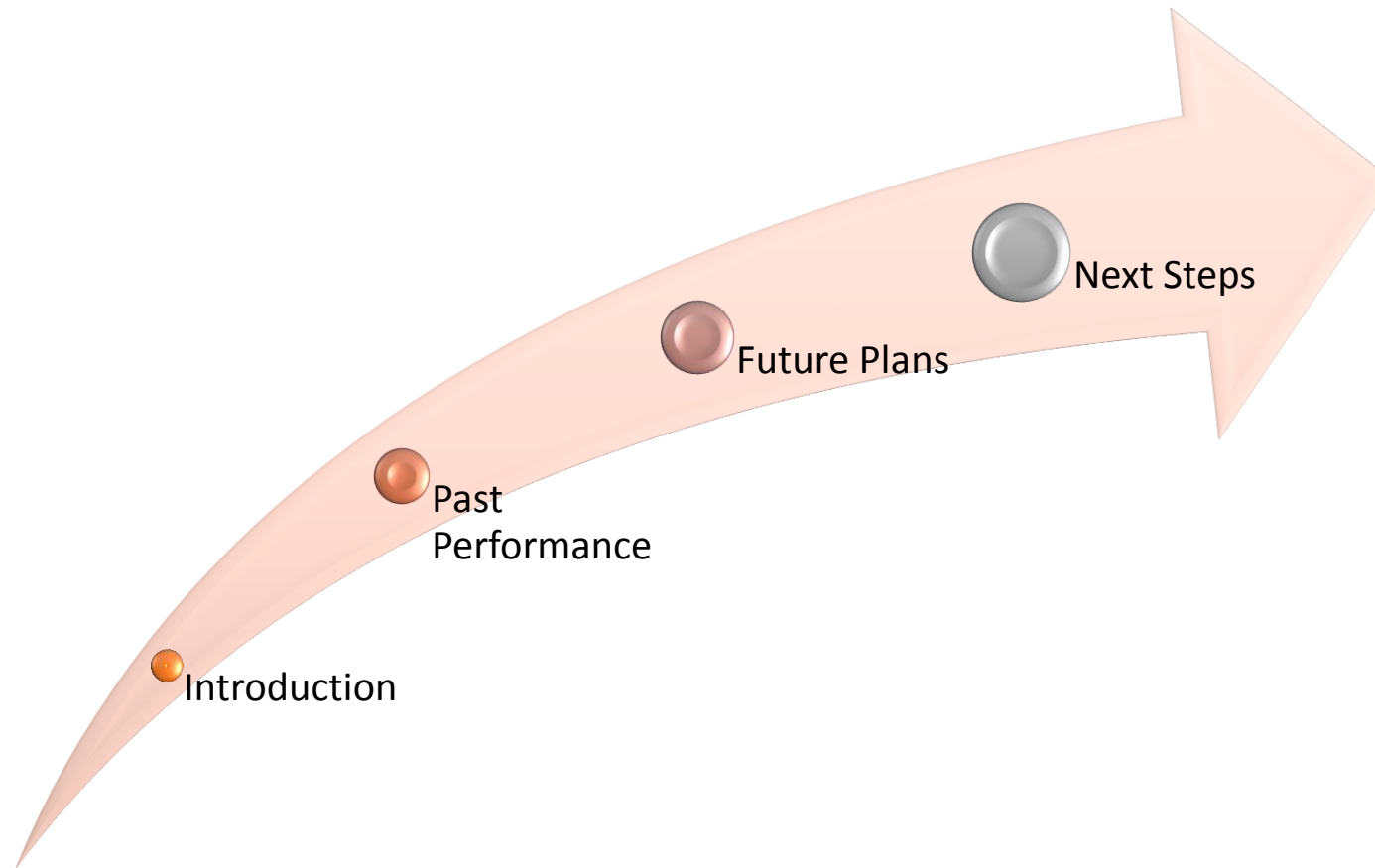
# Characteristics of Effective Performance Reviews



# Structuring an performance review Conversation



# Tips for Each Stage



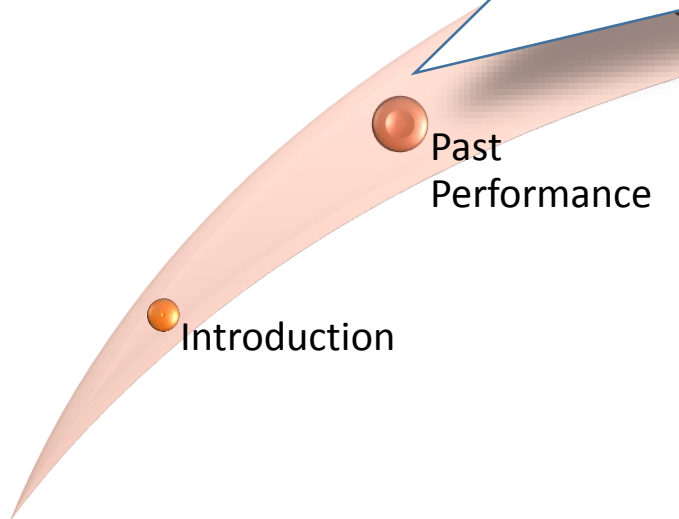
# Tips for Each Stage

- Say thank-you
- Check that the other person is comfortable
- Explain that the **purpose** of the meeting is:
  - ✓ to have an open and honest conversation about performance and behaviours demonstrated
  - ✓ to identify strengths and development areas in terms of performance and behaviours
  - ✓ to agree a development plan
- Explain how long the meeting will be, its structure, and what the outputs will be



Introduction

# Tips for Each Stage

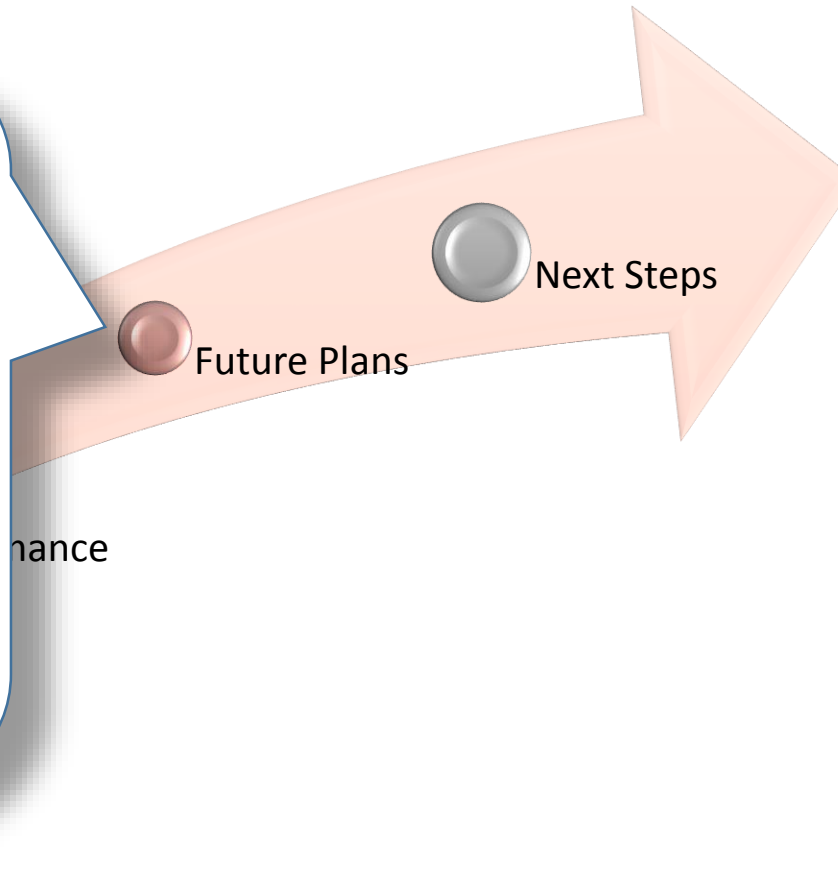


- Find out how the individual feels the last 6/12 months have gone
- Ask them what has gone well/what are they proud of
- Ask them what has not gone so well or what difficulties they have faced
- Provide feedback based on your own observations or other evidence
- Engage in a two-way discussion about this evidence and the reasons for it
- Explore reasons for any differences of opinion
- Make notes about what is said and specific examples that are shared
- If appropriate, agree performance ratings for each area



# Tips for Each Stage

- Explain the goals/plans/objectives of the department/business, and what this means for the individual
- Highlight any areas of underperformance that need to be addressed
- Ask the individual about their career aspirations, or things they would like to do
- Prioritise development areas based on relevance to the business





# Tips for Each Stage

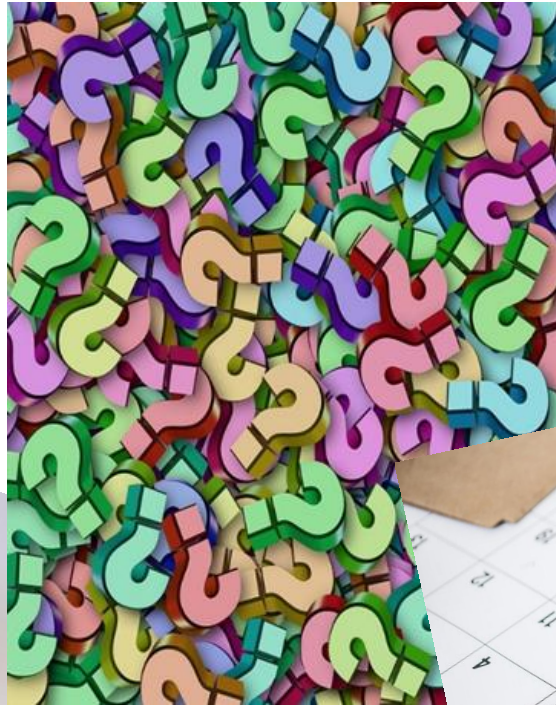
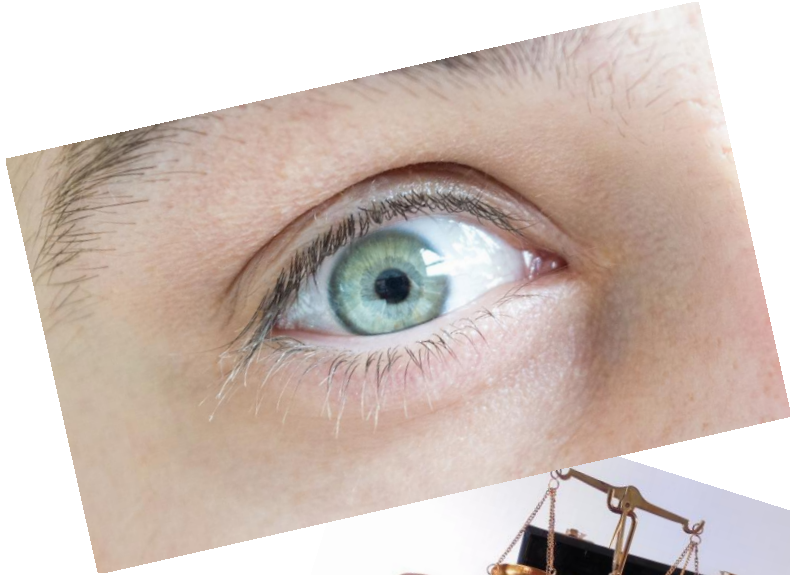
- Agree 3 or 4 specific (SMART) development objectives
- Assign responsibilities and deadlines and review dates
- Agree when the paperwork/forms will be signed off by both parties
- Complete the paperwork/forms
- Put review dates in your diary
- Review development actions and modify them if necessary

ure Plans

Next Steps

Introduction

# Key Performance Review Skills

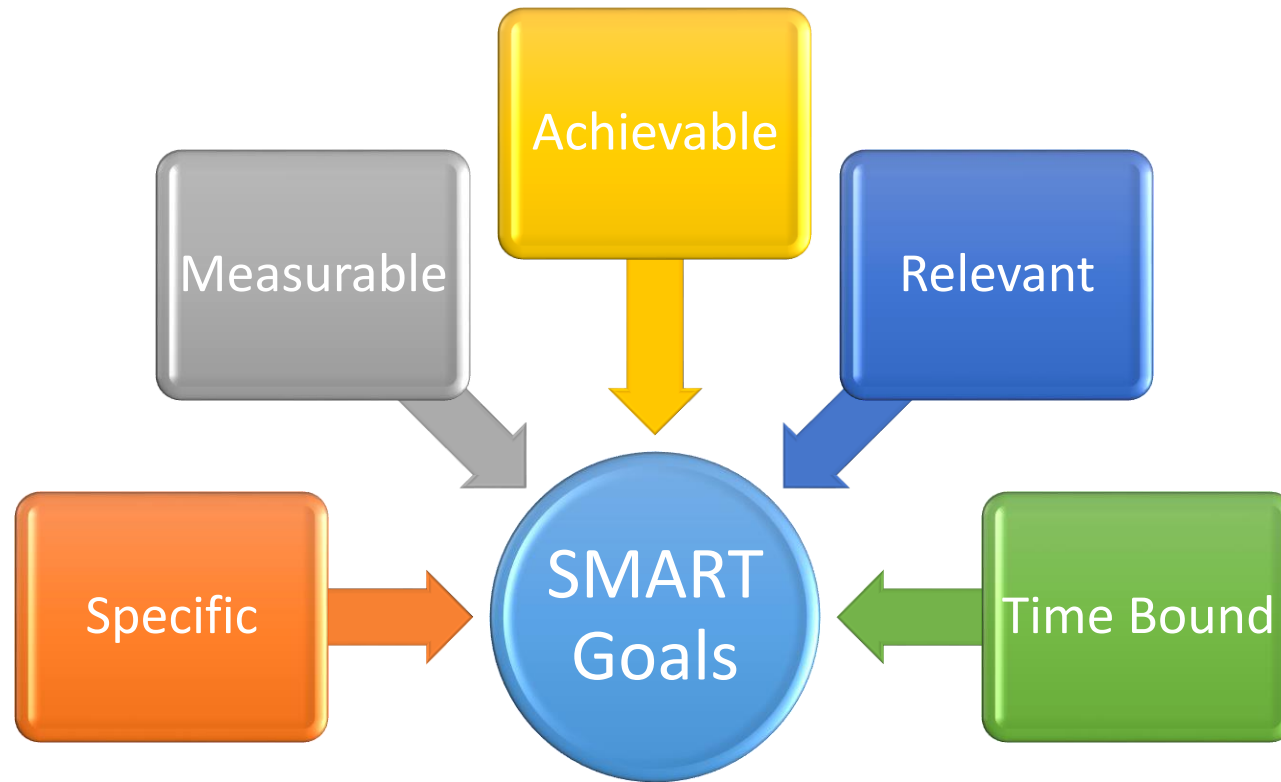


## 3 Golden Rules

1. Praise should be given and concerns should be addressed as soon as they occur, as
2. The Performance Review interview is just PART of performance management, so
3. There should be NO SURPRISES at an performance review.



# Set SMART Development Goals



# Make it Work at Work

What are you going  
to **DO** as a result of  
this Power Hour  
Session?







Thank You  
&  
Good Luck