



**Prepare for a  
Performance Review**

# Conduct a Performance Review

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

- State the benefits of performance reviews for all involved
- List what you need to prepare in advance of the performance review discussion
- Suggest what information should be gathered performance, and why



# Benefits of Appraisals

- Understand performance
- Increase motivation and self esteem
- Re-focus energy on things that make a difference
- Understand how behaviour affects the business
- Identification of strengths and development areas
- Agree career development and future training needs

For  
Individuals



- Increase performance and confidence in the team as a whole
- Frees up more time to manage and be pro-active
- Able to plan the future work and team development
- Lower staff turnover
- Encourages open communication

For Teams  
and Managers



- Improved business performance/organisational effectiveness
- A more engaged and motivated workforce
- Aids succession planning talent management
- Continuous improvement in all key areas

For the  
Organisation



# What to Prepare

- Evidence – from a wide range of sources
- Plan to talk about performance not personality
- Make sure you have and are familiar with the paperwork
- Write down what you want to discuss

You



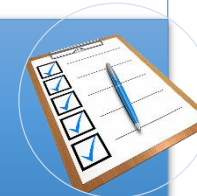
- When and where the meeting will take place
- The purpose and format of the meeting
- Gather evidence from a range of sources
- Assess their own performance against previous objectives or agreed measures
- Prepare any questions they might have

The Other Person



- Give plenty of notice
- Book a suitable room
- Allocate sufficient time
- Make sure that you will not be interrupted
- Liaise with HR in advance if necessary

Practicalities



# Gather Evidence

Qualitative Evidence

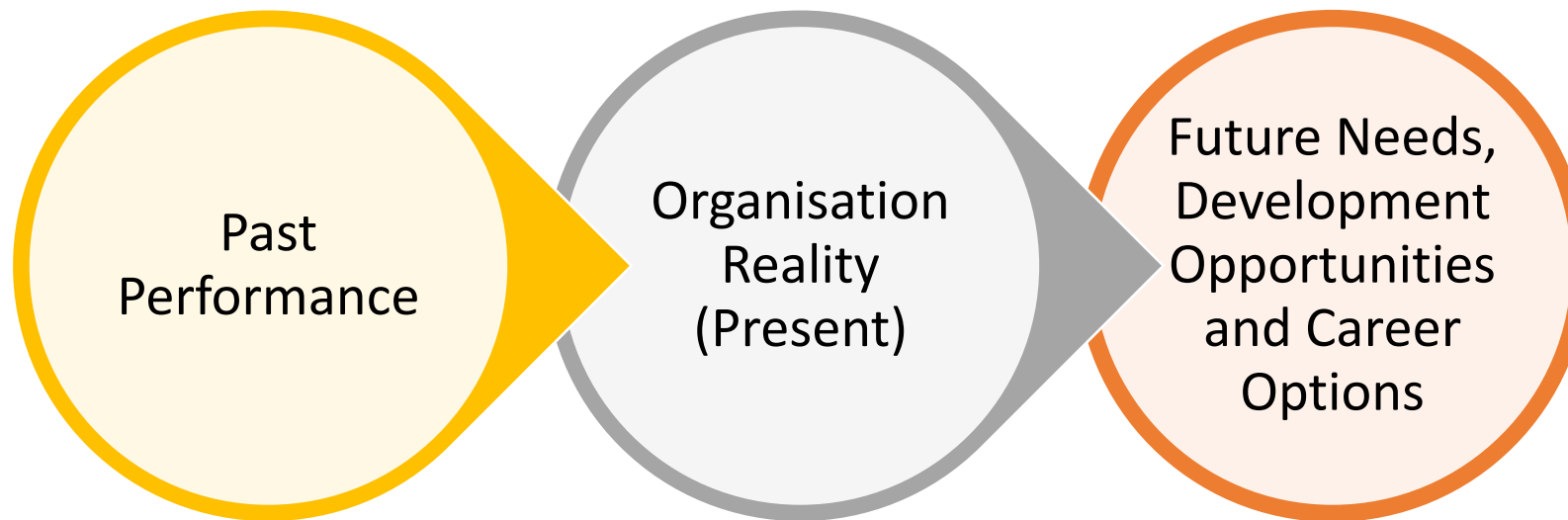


Quantitative Evidence





# Gather Evidence



## 3 Golden Rules

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



# Make it Work at Work

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







Thank You  
&  
Good Luck