



Leading and Managing Performance Reviews

A Lever of Business Performance

Who can benefit:

- Middle managers

If you want to...

- Identify the goals of the performance review and its role in the performance management process
- Conduct the annual performance review interview: master the basics and cope with difficult situations
- Align individual objectives with company objectives and values
- Build team motivation and commitment

...Then this course is for you.

Model which guided the course design

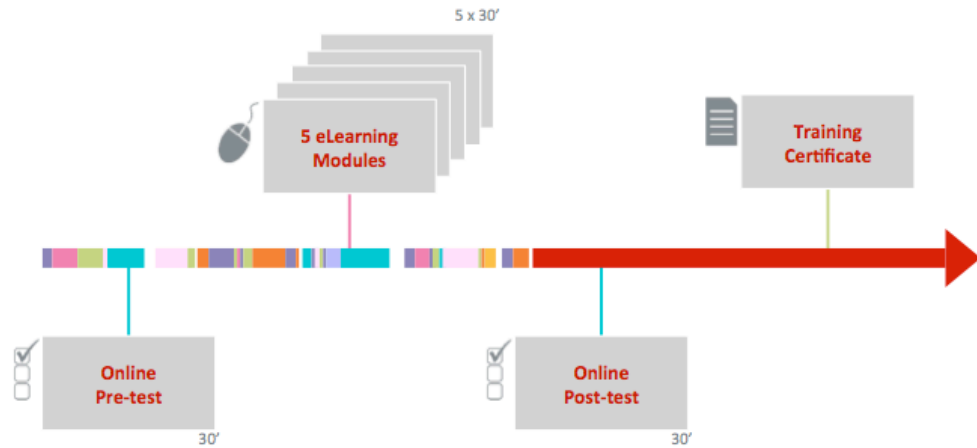


Meeting the goals of the performance review

- Up-to-the-minute research* has redefined the managerial goals of annual performance reviews as follows:
- Steer team member activity and align individual contributions with the company's strategic objectives
- Increase staff commitment and motivation by giving sense and meaning to their skills development
- Evaluate employees in a way that is fair and socially responsible

** The program is based on material published in the United States by John Shields, Towers Perrin and the Harvard Business Review, and in France by Claude Levy-Leboyer, Gérard Reyre, Jean-Pascal Lapra and Yves Clot.*

Your training path



Knowledge self-assessment

Preparing the annual performance review

eLearning module 1

- Preparing the annual performance review.
- Starting the interview in a way that encourages dialogue.
- Conducting the review phase.
- Setting objectives and concluding.

Dealing with annual reviews' difficult situations

eLearning module 2

- Establishing a good atmosphere for communication.
- Handling difficult situations resulting from organization.
- Handling interaction problems between the manager and staff member.
- Handling a difficult individual.

Your training path (continued)

Evaluating and strategically aligning objectives

eLearning module 3

- Aligning each person's objectives with the corporate strategy.
- Formulating SMART objectives.
- Creating the right conditions to set objectives and dealing with disagreement.
- The tools to measure whether objectives have been met.

Developing and maintaining skills

eLearning module 4

- What does being 'skilled' mean?
- Evaluating skills.
- Creating individual and collective development plans.

The role of ethics and integrity in assessment

eLearning module 5

- Detecting the managerial risks associated with appraisal and objective-based management.
- Using relevant analysis tools and measurement indicators.
- Relaying the social values of the company.

Progress self-assessment

Personalized support throughout your course

- You can track your progress through the course on the web platform
- A technical hotline is available weekdays to make sure your course runs smoothly: elearning@cegos.ch

Evaluation and Certification

Evaluation

Online pre-test: diagnostic evaluation before the eLearning modules

- 10 random questions from all the eLearning modules to diagnose previous knowledge. Can only be taken once. Results do not count.

Online post-test: final evaluation after the eLearning modules

- 10 random questions from all the eLearning modules to assess the achievement of the learning outcomes. Can be taken many times and records the best score.

Certification

In order to obtain your training certificate, you must complete all the eLearning modules and obtain **a score of at least 80%** on the online post-test.

