



**THE  
ENTERPRISE  
CENTRE**

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## **Performance Reviews**

**ENT1520**

(1 Day)

### **Objective**

A recent study conducted locally discovered that many people consider performance reviews, usually called performance appraisals, to be little more than paper-driven, judgment exercises. While some enjoyed the experience they frequently suggested they held little, real value. At times the exercise served only to breed cynicism.

This workshop is for any supervisor looking to get the best from their performance review process. It looks at a simple performance review model called the *Success and Challenge Exercise*, which is based on the sound communication skills needed to celebrate successful performance, critique areas requiring development and set realistic goals for the future.

### **Process**

Participants will be asked to participate in a variety of small-group exercises designed to stimulate discussion of the topics covered and practice techniques for later use in a work environment.

### **Participants will be able to:**

- use the *Success and Challenge Exercise* to facilitate performance reviews
- employ the proper communication methods needed to help celebrate, critique and set goals for performance
- understand the importance of decision making methods in performance reviews
- gain a better understanding of the people they work with
- gain a better understanding of themselves