



HUMAN RESOURCES AND TRAINING | HRT-052

## Effective Performance Review

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# Course content

## Why Attend

Why Attend Performance reviews are essential for improving employee performance, aligning goals, increasing engagement, and supporting career development. When managed effectively, appraisal systems create clarity, accountability, and stronger communication between managers and employees. This course provides participants with practical tools to design fair appraisal systems, conduct professional review meetings, use KPIs effectively, and deliver constructive feedback with confidence.

**Course Methodology** This course uses an interactive and practical approach through presentations, case studies, group discussions, role plays, performance review simulations, practical exercises, and real workplace examples.

### Course Objectives

- Understand the purpose and value of performance reviews
- Apply effective appraisal methods and frameworks
- Design fair and practical appraisal systems
- Use KPIs and objectives in performance evaluation
- Handle difficult review conversations professionally
- Improve feedback skills using emotional intelligence
- Address common appraisal errors and bias
- Build action plans for employee improvement and growth

### Target Audience

- HR Professionals
- Managers and Supervisors
- Team Leaders
- Department Heads
- Performance Management Staff
- Business Owners



# Course content

## Why Attend

- Anyone responsible for employee appraisals and reviews

### Target Competencies

- Performance Management
- Appraisal Skills
- Feedback Delivery
- KPI Management
- Communication Skills
- Emotional Intelligence
- Coaching Skills
- Decision-Making

## Course outline

### Day 1: Foundations of Performance Appraisal and Management

- Introduction to performance appraisal systems
- Importance of performance reviews in organizations
- Common appraisal methods and assessment techniques
- Ethics and fairness in performance evaluation
- Performance management cycle and annual review purpose
- Understanding organizational appraisal processes

### Day 2: Designing an Effective Appraisal System

- Difference between formal and informal review systems
- Who should conduct performance reviews and why
- Building clear appraisal policies and guidelines



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## Course outline

- Steps for creating and implementing formal appraisal systems
- Aligning appraisals with business objectives
- Ensuring consistency across departments

### Day 3: Modern Appraisal Methods

- Management by Objectives (MBO) principles
- Behaviourally Anchored Rating Scale (BARS) overview
- Behaviour Observation Scale (BOS) overview
- Choosing the right appraisal approach
- Reducing bias and rating errors
- Solving common performance review challenges

### Day 4: KPIs and Performance Assessment

- Identifying key indicators for performance measurement
- Effective ways to assess performance challenges
- Reviewing and improving appraisal systems
- Performance reviews in multicultural environments
- Linking KPIs to strategic goals
- Developing personal action plans for improvement

### Day 5: Conducting the Performance Review Interview

- Handling common mistakes and difficult situations
- Preparing and planning for review meetings
- Practical tips for successful appraisal interviews
- Using emotional intelligence during feedback discussions
- Role plays and live appraisal interview practice



# Course content

## Course outline

- Course review and question & answer session

# Seminar dates

## Available seminar dates

Live dates and pricing for Effective Performance Review generated from the course details page.

Date	Location	Format	Fee
Dates on request	Venue on request	Classroom	<b>Contact us</b>
<b>Live online option</b>		Online delivery is available at €1,850.-.	