



# Powerful Performance Appraisals: Writing Meaningful Reviews with Impact!

## CLASS DESCRIPTION:

Learn to help set future goals, motivate and empower your employees to grow in their roles as you review their performance. Elevate your performance appraisal process from a checklist to a meaningful journey of growth and development.

### Course Highlights:

- Fundamentals of Performance Appraisals
- Tracking Performance
- Constructive Feedback
- Develop Strategies for Impact

## CLASS IS BEST FOR:

- Supervisors and Leaders responsible for writing performance reviews.
- Leaders looking to implement a new review process or update an old process.
- New Leaders and aspiring leaders.



### UNDERSTAND

Explore the purpose and significance of performance appraisals in fostering employee development and organizational success. Understand the importance of clear performance metrics, track progress and identify areas for improvement.



### STRATEGY

Creating a roadmap for evaluations involves setting clear objectives, providing constructive feedback, and recognizing achievements. By balancing criticism with positive reinforcement, you can motivate individuals to strive for continuous improvement.



### IMPLEMENT

Understand the key components to include in a performance appraisal document ensuring clarity and transparency. Developing a plan of action for post-appraisal support, including mentorship, training and resources for set goals.

## CONTACT US