

## Participants

Managers and team leaders

## Pre-requisites

No particular knowledge.

## Next sessions

# Make a success of your performance and development annual

## OBJECTIVES

*This training will allow you to identify the stakes of the evaluation of the staff, to discover the key steps and to acquire the suitable behaviors to get a meaningful and successful interview increasing the motivation.*

### 1) The stakes in the performance interview

### 2) The stages of the performance review

### 3) Present the interest of the evaluation

### 4) Lead the performance review

### 5) Develop the autonomy of the employees

### 6) The tools of the evaluation

## Exercise

*Overviews, role-plays, development of tools supporting the performance interview*

## 1) The stakes in the performance interview

- The basic principles and the objectives of the review.
- Benefits for the manager, the employee, the department and the HR policy of the company.
- Increase your team's performance through developing the skills and the motivation of the employees

## 2) The stages of the performance review

- Develop an effective method of performance review: MENTOR.
- Know the phases of the interview : prepare, lead, negotiate the objectives and a personalized action plan ( PAP), organize the follow-up, recognize the success.
- Identify the key steps.
- Use the tools of preparation, measure and follow-up.
- Use the internal documents and printed forms of review

## Exercise

*In a given context, the participants prepare the logical scheme of their performance review.*

## 3) Present the interest of the evaluation

- Organize a presentation meeting of the stakes of the review.
- Make clear the benefits for evaluated people.
- Give the means to prepare themselves to evaluated people.

## Exercise

*In workshops, the trainees prepare the meeting*

## 4) Lead the performance review

- Gain the relational abilities needed.
- Use the right behavior according to the stages of the interview.
- Listen to in an active way.
- Criticize in a constructive way.
- Recognize the successes and the efforts.
- Elaborate a plan of progress and of development.

## Exercise

*Simulated management of interviews (role-plays)*

## 5) Develop the autonomy of the employees

- Understand the autonomy, how to measure it, and how to develop it.
- Act on the main drivers of the motivation.
- Use the signs of recognition.

## Exercise

*Exercises of communication on the signs of recognition.*

## 6) The tools of the evaluation

- The guide of the good questions.
- The preparation of evaluated employee.
- The wheel of the self-assessment.
- The grid of the development plan.
- The grid of formalization of the evaluation (assessment grid).

## Exercise

*Elaboration of the wheel of the self-assessment and role-plays.*