

Positive Performance Reviews



Who Should Participate?

All line managers with direct responsibility for the performance of other staff, in particular frontline managers and supervisors.

Do your managers shy away from conducting performance reviews? As an organisation, are you always behind schedule with conducting performance reviews?

The reason these situations develop is because many people, both managers and staff view the review process as being a negative experience. Few managers are provided with an opportunity to develop appropriate strategies and competencies. Managers participating in this workshop will develop the ability to work through issues and negative behaviour and will be able to implement a well planned review process. As a result reviews will become a positive experience for all involved and workplace stress will be reduced.

Contact **John Coxon**
Telephone (03) 5561 2228
email admin@johncoxon.com.au



Location

This workshop is available as an in-house option only and is conducted at a location of your choosing. Minimum 6 people, maximum 20

\$2960 per group exc GST
Multiple group discount available

Workshop Process - workshop will be facilitated by an experienced management coach - participants will be introduced to a generic process for conducting performance reviews in a positive manner - how to prepare for a performance review - strategies will be identified to help work through a variety of emotional and behavioural situations - tools include effective coaching questions, focussing on positives, motivating behaviours, goal setting - monitoring and follow up coaching .

We are also available to design and help implement a consistent, organisation-wide process for performance reviews