



# progresspeople

Thriving Leaders. Thriving Lives.

## Performance Appraisals

**Service:** Performance Appraisal Coaching

**Method:** 1:1 Coaching

**Investment:** POA

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### Overview

Performance Appraisal coaching is specifically designed to assist Managers and Supervisors who are responsible for running effective performance appraisals or annual reviews. Learn how to prepare yourself, your employees and your environment to ensure the best outcomes from an appraisal. You will be coached on how to conduct a meaningful appraisal where the right messages are not only communicated with empathy and accuracy, but also received and clearly understood by the employee.

This is the one occasion during the year when employees have the chance to obtain well-organised, thoughtful and candid feedback regarding all aspects of their performance at work, and therefore it must be executed effectively.

### Coaching objectives:

- Effectively plan and prepare for an appraisal meeting
- Deliver an appraisal with empathy, accuracy and attention to detail
- Develop a 'no surprises' approach
- Effectively provide essential feedback, including both affirmative and corrective remarks, with confidence
- Increase productivity, attitude and performance expectations through a structured process
- Increase accountability and clarity of role responsibilities
- Make appraisals a positive experience that staff will look forward to attending
- Improve processes, paperwork, behaviours and skills