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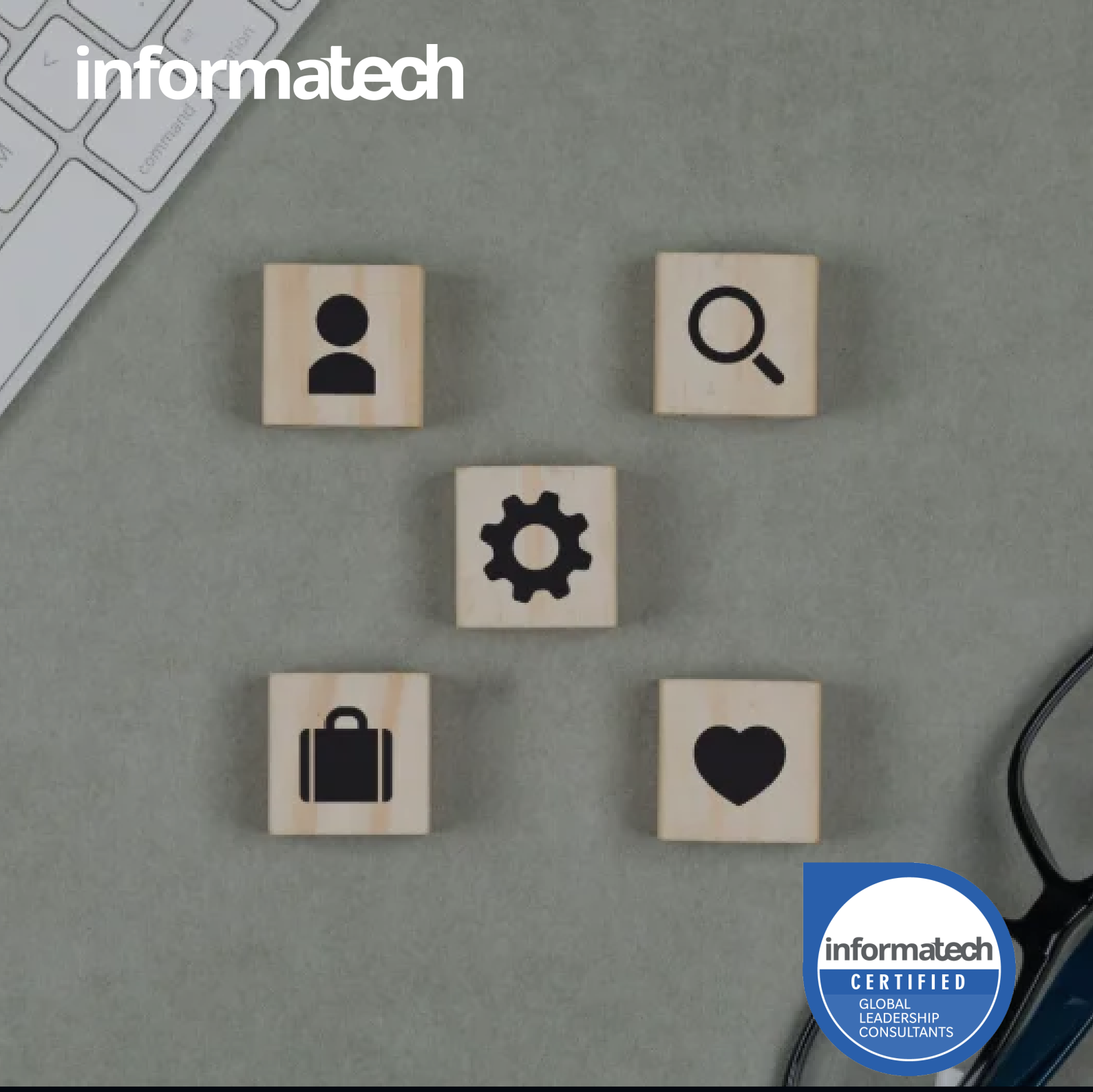

informatech CERTIFIED GLOBAL LEADERSHIP CONSULTANTS

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

Course content

Target Audience

- Performance Management Staff
- Business Owners
- 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

Course content

Course outline

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

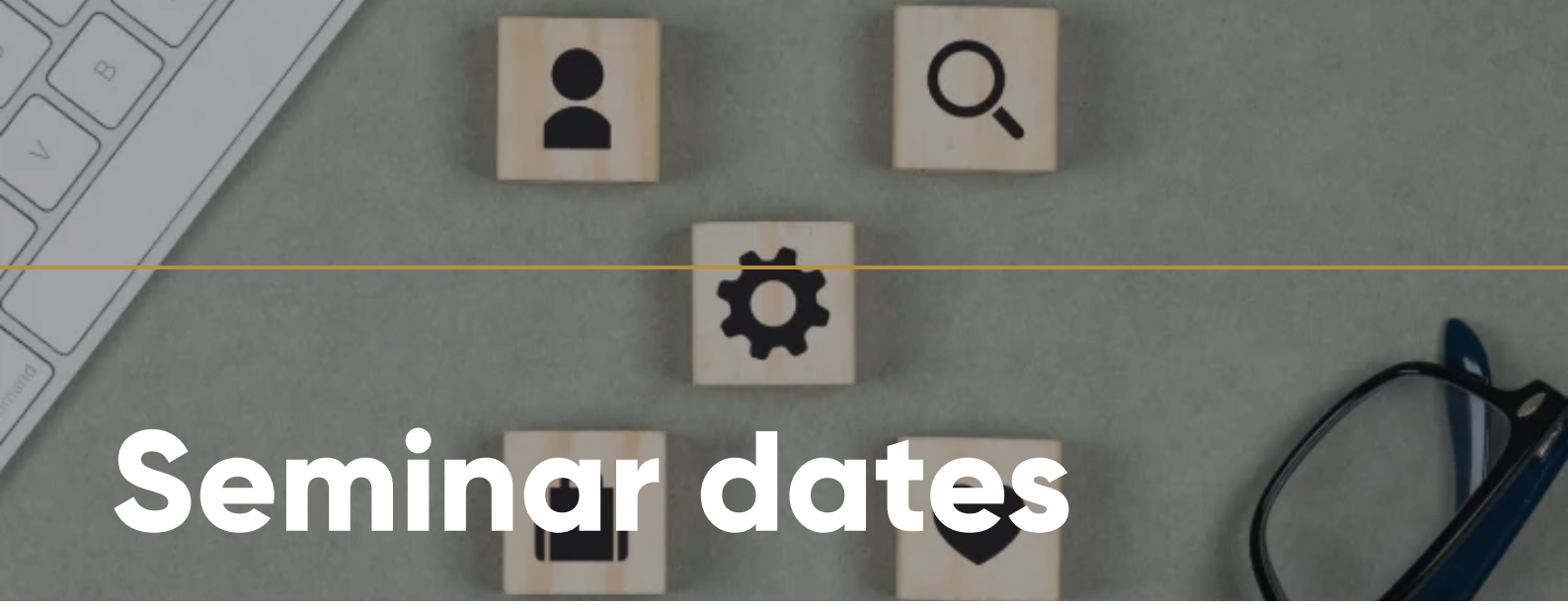
Day 5: Conducting the Performance Review Interview

- Handling common mistakes and difficult situations

Course content

Course outline

- 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 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
9 - 13 November 2026	London - U.K	Classroom	**€3,080.-**
16 - 20 November 2026	Barcelona - Spain	Classroom	**€3,400.-**
7 - 11 December 2026	Istanbul - Turkey	Classroom	**€3,080.-**
14 - 18 December 2026	Amsterdam - Netherlands	Classroom	**€3,360.-**
21 - 25 December 2026	Istanbul - Turkey	Classroom	**€2,560.-**
4 - 8 January 2027	Munich - Germany	Classroom	**€3,400.-**
1 - 5 February 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
1 - 5 March 2027	Geneva - Switzerland	Classroom	**€4,200.-**
5 - 9 April 2027	Istanbul - Turkey	Classroom	**€2,280.-**
3 - 7 May 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
7 - 11 June 2027	Madrid - Spain	Classroom	**€3,400.-**
5 - 9 July 2027	London - U.K	Classroom	**€3,360.-**
2 - 6 August 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
6 - 10 September 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
4 - 8 October 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 November 2027	Barcelona - Spain	Classroom	**€3,080.-**
6 - 10 December 2027	London - U.K	Classroom	**€3,360.-**