

# Conducting Annual Employee Reviews

Any great boss will tell you that employee reviews are a cornerstone for having happy and productive employees. Employees need to know what their strengths and weaknesses are. Once an employee understands their performance, you and the employee can take steps to improve their weaknesses.

At the end of this workshop, participants should be able to:

- Determine the categories for an annual review.
- Know the mistakes managers make during an annual review.
- Understand the concept of pay for performance.
- Know how to tie employee compensation to firm-wide returns.
- Know the value of employee communication.
- Gauge employees' happiness.

## Course Outline

- How to Conduct Annual Reviews
- Categories for Annual Review
- Common Mistakes Managers Make when Conducting Employee Reviews
- Successful Tips for Concept of Pay for Performance
- How to Tie Employee Compensation to Firm-Wide Returns
- How to Communicate Employee Expectations Effectively
- Meaningful Questions to Gauge Employee Happiness



## 2 Day Workshop

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Wrapping up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

**K 1, 764.00** per person, the fees include Course material, Certificate and Lunch.