

# **Performance Review**

Employee appraisals are central to personnel development. The open exchange between superiors and employees offers great possibilities for analysing and improving existing cooperation. You discuss and define goals and measures for the upcoming months and year.

## **Goals**

- You recognise the benefits and potential of the performance review
- You know how to plan and prepare an appraisal and similar interviews
- You are capable of productively carrying out a performance review and increasing your employees' motivation and commitment

## **Contents**

- The most important kinds of performance reviews
- The nature of your role as a superior
- Expansion of your communication skills
- Practicing performance reviews and challenging conversations
- How to give and receive constructive feedback
- Discussion of examples from your daily life

## **Methodology**

This training is a highly interactive 1-day workshop with role plays, real-life examples, video analysis and individual feedback by the trainers.

## **Target Group**

- Supervisors of all levels
- Future executives
- Employees looking to optimise their demanding personal and professional environment

## **Scope**

- Date as per calendar
- 7 participants
- Duration: 1 day (7 hours)
- Trainer: Erik Leibundgut, Jakob Müller, Emilio Schläpfer, Dr. Claudia Winkler
- PMP-certified participants can claim 7 PDUs

## **Pricing**

CHF 680 excl. VAT, subject to change

The price includes documentation, video recordings, lunch and break refreshments.

Course description	Course date	Course time	Day/s	Location	Course language	Comment
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Currently there are no events.