



Performance Review

Course Description:

This Effective Performance Feedback online training course explores how providing effective performance feedback can increase job performance.

This course will give you an understanding of the importance of performance feedback. Informal performance feedback is provided on an ongoing basis. A more formal process is the annual performance review. The annual performance review is a central component of performance management and has a direct impact on co-worker motivation and commitment. It is an opportunity to measure individual contributions to the organization's success and to identify areas for improvement in accordance with the overall strategy. This course will outline the stages of a performance review and will provide you with strategies for ensuring that your feedback is constructive and effective.

Learning Objectives:

- Describe the performance management and improvement cycle.
- Outline the objectives of performance reviews.
- Prepare to conduct a performance review and help the employee prepare for the meeting.
- Conduct an effective performance review.
- Provide ongoing feedback throughout the performance management cycle.

Course Length: 90 mins

CPD Credits: 1.5

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