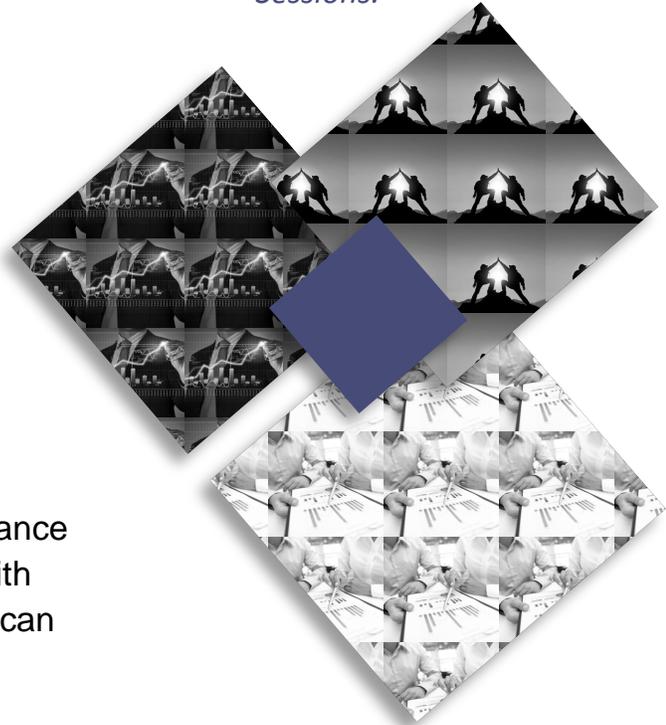


BEST! Preparing & Conducting Performance Reviews Training

The Key to Effective Coaching Sessions

Preparation and intelligent process by managers are essential for organizations to reap the benefits of Performance Reviews, Preparation and process will turn performance reviews into constructive coaching sessions, facilitating communication between the manager and employee and empowering and motivating the employee to continue to develop and improve performance.

BEST! Preparing and Conducting Performance Reviews Training Teaches Managers to Turn Performance Reviews Into Constructive Coaching Sessions.



The BEST! Preparing and Conducting Performance Reviews Training Program

Based on global best practices in performance review training, the BEST! Preparing and Conducting Performance Reviews Training Program provides your employees with the knowledge and skills they need to be the best they can be. Comprehensive training includes:

- Preparing for Performance Reviews
- The Structure for Performance Review Meetings
- Conducting the Review Meeting
- Meeting Do's and Don'ts
- Giving & Getting Feedback
- LIFT Model for Giving Feedback
- LEARN Model for Receiving Feedback
- Characteristics of Good Feedback
- Creating a Personal Action Plan



The BEST! Preparing and Conducting Performance Reviews Training Program may be deployed as an eLearning, classroom or blended program, with comprehensive skill development using case studies, activities, role-plays, evaluation and testing, and final certification followed by mentoring and ongoing OJT. The program is completely customizable with the Bank's standards, policies and procedures, or it can be deployed as off-the-shelf training.


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