

PREPARING FOR A PERFORMANCE REVIEW

1- DAY

WORKSHOP DESCRIPTION

Workshop participants learn how to effectively identify, organize, and communicate their performance results. This preparation process can be used at the close of the performance cycle, and for status meetings during the cycle. Workshop themes include alignment, leadership, and the business value of work.

In this interactive session, participants bring their results information and leave with a draft of their discussion plan.

The workshop dialogue and exercises will explore the following topics:

- ▶ **How do I distinguish between objectives, strategies, and day-to-day responsibilities?**
- ▶ **Which accomplishments are the most meaningful? Why?**
- ▶ **What is the appropriate amount of information to convey to my boss?**
- ▶ **What will cause my boss to be more or less interested in what I am saying?**
- ▶ **What considerations are most the important in organizing my accomplishments?**
- ▶ **How can my summary document “speak for me” if the review meeting is cut short?**
- ▶ **How do I handle revisions to my objectives made during the year?**
- ▶ **If my boss is new, what strategies for reporting accomplishments are dependable?**

SESSION OBJECTIVES

During the workshop, participants will:

1. **Identify and review accomplishments (day-to-day, objectives, and other).**
2. **Use criteria to determine which accomplishments to discuss with the boss.**
3. **Learn how to organize the accomplishments for a focused review discussion.**
4. **Describe the selected accomplishments in terms of their business value.**
5. **Assemble a flexible “draft” of their performance discussion points.**

THIS WORKSHOP IS FOR...

- Individual Contributors at either the professional or administrative support levels
- HR managers or professionals responsible for design or successful functioning of performance management processes

ASSESSMENT TOOLS & HANDOUTS

- Major job responsibilities blank
- Most important job results blank
- The organization's corporate values statement
- Business value checklist
- “ORE” Model for describing results
- Objectives log: revision history
- Performance discussion top sheet blank

For further information, contact us:

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