

Time to review staff performance – feeling nervous?

- Not confident about the process?
- Nervous of the individual's reaction?
- Nervous about your own reaction?
- Feel that it's just another task that has to be done?
- Feel frustrated because no one seems to take an interest?
- Not sure if you can really achieve much from the process?

Then it's time to brush up your staff performance review skills!

Getting the performance of your team right is clearly the right thing to do, but when it comes to a face to face review the stakes are high. So much can go wrong. Issues get fudged and frustration sets in on both sides. Our **Effective Performance Review** coaching sessions provide an opportunity to plan how to deal with the issues that get in the way, and open up the possibility that you can get the best from your staff and generate real competitive advantage for the business.



Currently at £500.00 (+VAT) “This extended personal workshop can pay for itself many times over” by:

- Ensuring that you develop the skills to carry out the process effectively.
- Increasing your confidence in the process.
- Learning how to control your own emotions and behaviours.
- Making sure that your team know what is expected of them.
- Helping your team to understand what they do well and how they could develop for the future.
- Providing a consistent approach to performance.
- Reducing the risk of subsequent challenge.
- Raising morale.

"getting the best out of people"

If people are to perform well they need to know how they are perceived. They need to know which of their efforts are valued and where improvement is required. If the message is not delivered, or is unclear or unjustifiable frustration sets in. To carry out performance reviews effectively managers have to ensure that the process is open and seen to be treating all people fairly. Preparation is the key to avoiding confrontation. The coaching sessions will allow you to develop your own approach to the task. They will help you to think clearly about the content of the messages and the best method of delivering them in each case, so that you can secure the outcome that you want.

You will learn to develop your performance review technique by:

- Careful preparation of the content of the messages that are to be delivered.
- Careful consideration of the means of delivering the messages.
- Anticipating reaction and planning to deal with it.
- Practice in a safe environment.

Who gets the most from this extended personal workshop?

- Business owners, managers and staff in small and medium sized businesses.
- Particularly, leaders and managers who have responsibilities for the performance of staff and want to enhance their ability to enhance staff performance by carrying out a fair but challenging review.

The value that you will get from delivery

The **Effective Performance Review** coaching sessions will include two 4hr face to face sessions. Our experienced coach will help you to develop your performance review technique. The cost includes an additional period of on-line personal support, where our coach will be available to answer further questions, to provide reassurance and to offer further support.

- You will receive personal one to one coaching and advice aimed at your exact needs.
- The sessions will be led by a qualified coach with experience of performance review and will enable you to pinpoint and deal with the issues that concern you.
- Normal value of 8hrs coaching £720.00. Discount on this package £220.00.

Book Now

Sessions run at convenient times and locations - Just for you - Register your interest now!

Don't put it off. The onus on getting the best out of your team lies with you. Don't avoid the process. Make sure you are well prepared and gain personal satisfaction and business benefit.

Call **Stephan Polshaw** on 07977 298 988 and ask him to arrange **Effective Performance Review** coaching sessions in your workplace.

Alternatively e-mail stephan.polshaw@jestmanagement.co.uk now to receive more details.



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