

# Make a success of your performance and development annual

Hands-on course of 2 days - 14h

Ref.: VEA - Price 2025: 1 570 (excl. taxes)

This training will allow you to identify the stakes of the evaluation of the staff, to discover the key steps and to acquire the suitable behaviors to get a meaningful and successful interview increasing the motivation.

## EXERCISE

Overviews, role-plays, development of tools supporting the performance interview

## THE PROGRAMME

last updated: 06/2024

### 1) The stakes in the performance interview

- The basic principles and the objectives of the review.
- Benefits for the manager, the employee, the department and the HR policy of the company.
- Increase your team's performance through developing the skills and the motivation of the employees

### 2) The stages of the performance review

- Develop an effective method of performance review.
- Know the phases of the interview : prepare, lead, negotiate the objectives and a personalized action plan ( PAP), organi
- Identify the key steps.
- Use the tools of preparation, measure and follow-up.
- Use the internal documents and printed forms of review

*Exercise : In a given context, the participants prepare the logical scheme of their performance review.*

### 3) Present the interest of the evaluation

- Organize a presentation meeting of the stakes of the review.
- Make clear the benefits for evaluated people.
- Give the means to prepare themselves to evaluated people.

*Exercise : In workshops, the trainees prepare the meeting*

### 4) Lead the performance review

- Gain the relational abilities needed.
- Use the right behavior according to the stages of the interview.
- Listen to in an active way.
- Criticize in a constructive way.
- Recognize the successes and the efforts.
- Elaborate a plan of progress and of development.

*Exercise : Simulated management of interviews (role-plays)*

### 5) Develop the autonomy of the employees

- Understand the autonomy, how to measure it, and how to develop it.

## PARTICIPANTS

Managers and team leaders

## PREREQUISITES

No particular knowledge.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Act on the main drivers of the motivation.
- Use the signs of recognition.

*Exercise : Exercises of communication on the signs of recognition.*

#### 6) The tools of the evaluation

- The guide of the good questions.
- The preparation of evaluated employee.
- The wheel of the self-assessment.
- The grid of the development plan.
- The grid of formalization of the evaluation (assessment grid).

*Exercise : Elaboration of the wheel of the self-assessment and role-plays.*

## DATES

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### REMOTE CLASS

2025 : 08 sept., 03 nov.