



Conducting Annual Employee Reviews

An annual review can help you keep your employees happy, engaged, and focused. It is human nature to want to succeed. Giving your employees feedback on their positive and negative attributes is part of the pathway to success. A poorly designed annual review can have the reverse effect.

With our Conducting Annual Employee Reviews workshop, your participants will discover how to conduct a well-designed employee review. By determining the categories for an annual review and understanding how it affects employee compensation, an overall increase in performance should be seen throughout your organization.

Workshop Objectives:

- Understand the process of conducting an annual review.
- Determine the categories for an annual review.
- Know the mistakes managers make during an annual review.
- Understand the concept of pay for performance.
- Know how to tie employee compensation to firm-wide returns.
- Know the value of employee communication.
- Gauge employees' happiness.

For more information or to reserve your spot in this workshop, please contact:

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Workshop Objectives

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Develop the Process

Set Benchmarks Early

Agreement with Set Benchmarks

Hold an Effective Meeting

Case Study

Module Two: Review Questions

Module Three: Categories for Annual Review I

Company Mission and Values

Customer Service and Quality Control

Problem - Solving/Judgment

Production

Case Study

Module Four: Categories for Annual Review II

Work Style

Resource Management

Communications Skills

Teamwork

Case Study

Module Five: Common Mistakes Managers Make when Conducting Employee Reviews I

Contrast Effect

Similar-to-me Effect

Halo (or horn) Effect

Central Tendency

Case Study

Module Six: Common Mistakes Managers Make when Conducting Employee Reviews II

Leniency/Desire to Please

First Impression Bias

Rater Bias

Recency Effect

Case Study

Module Seven: Successful Tips for Concept of Pay for Performance

No Surprises

Focus on the Basics

Show Clear Disparity

One for All and All for One

Case Study

Module Eight: How to Tie Employee Compensation to Firm-Wide Returns

Set Quarterly Revenue Target

Set Employee Goal

Conduct Quarterly Reviews

Pay Out Quarterly

Case Study

Module Nine: How to Communicate Employee Expectations Effectively

Have Regular Conversations

State What's Working

Be Honest

Provide Mentoring

Case Study

Module Ten: Meaningful Questions to Gauge Employee Happiness I

Ask Questions Frequently

How Transparent is Management?

Rate Quality of Facility?

Contributing Factors to Work Easier?

Case Study

Module Eleven: Meaningful Questions to Gauge Employee Happiness II

What makes you Productive?

Recognition?

Opportunities to Grow and Advance?

Confidence in Leadership?

Case Study

Module Twelve: Wrapping Up

Words from the Wise