

Title: Performance Reviews - Essentials of Conversations, Feedback, and Goal Setting

Duration: 60-90 minutes

Speaker: Deborah Jenkins, PHR, SHRM-CP

Description:

No matter what you call them, performance reviews cause stress to everyone! Supervisors, employees, and human resources tend to dread that time of year when these appraisals are conducted. Some organizations have just given up and stopped conducting them altogether. Although these can be time consuming, frustrating, irritating, angering, and many other adjectives, they also can be positive tools that can shape future decisions and motivate staff.

Employee performance reviews have come under fire in recent years. Traditional employee appraisal processes have been causing both managers and employees headaches. A performance review is a two-way, one-on-one conversation between a manager and an employee about the impact of performance, development, and growth. It is an essential component of a company's overall performance management strategy. Reviews can engage and motivate employees to maximize and align their efforts if done correctly. When done incorrectly, these appraisals can lead to employee disengagement and even lower performance.

Organizations will struggle to achieve important goals and objectives if their employees are not aligned and on a clear path to success. Managers can use performance conversations to connect employees to the organization's larger mission and goals. These reviews also provide organizations with the information they need to make critical people decisions such as compensation, promotions, development, role changes, exits, and more.

Whether you love or hate performance reviews, your own or your staffs, there are alternative methods that will make these less painful.

In this resource-loaded, fast-paced, and relatable course, you will be offered tools, tips, and techniques to use to successfully lead your team. At the conclusion of the training, there will be action items provided to help you apply the learnings objectives to achieve future success.

This is a PowerPoint instructor-led presentation that includes lecture, audience participation, key takeaway action plans, and is qualifiable for 1.0 CEUs per instruction hour.

Objectives include:

- Discover Reasons Why Performance Reviews are Important
- Explore Alternative Format Options
- Understand the Importance of Established Processes and Checklists
- Examine the Value of Goal Setting
- Determine What Option Works Best for Your Organization

- Review Communications Skills for Constructive Conversations and Feedback Results

Areas Covered:

1. What we Think about Performance Reviews
2. What Performance Reviews are
3. Purpose of Performance Reviews
4. Format Options
5. Design Considerations – 5 Suggestions
6. Best Ways to Execute Performance Reviews – Including SWOT Analysis, SMART goals, and PEKs
7. Supervisor Training Content

Why Attend:

Attend this training and you will learn how to create beneficial performance review programs and how motivational theories come into play. You should attend this training to grow your current skills and discover how to work towards continued success for yourself, your team, and your organization. This course will help you to advance your current success, boost your chances to meet your future goals and aspirations, and to inspire others to follow your lead.

If developing your skills aren't addressed by you or your organization, there is a risk of individual, team, department, and organizational failure by not reaching the full potential of everyone.

Who Will Benefit:

Everyone that interacts with others and aspires to continue their professional development will benefit from this training. That includes anyone from front line workers to the leadership team. It is also general information that is relevant to all industries including human resources, medical, legal, hospitality, transportation, government, sales, communications, education, insurance, science, engineering, banking, non-profit, fitness, investment, realty, marketing, construction, and more. Human Resource Professionals, Supervisors, Managers, Business Owners, CEOs, COOs, CHROs, Presidents, Vice Presidents, Employees.

Speaker Profile:

Deborah Jenkins has over twenty years of experience as an Accounting and Human Resources (HR) Professional. She has served in senior leadership roles as well as supporting businesses as an HR generalist, payroll specialist, training and development provider, and benefits administrator. The variety of industries she has contributed to spans the public, private and non-profit sectors. From this, Deborah has derived a broad understanding of the challenges facing business leaders, HR professionals, and all personnel. After having spent years broadening her skills, knowledge, and experience, Deborah now serves her clients as a Human Resources Consultant, Leadership Development and Workforce Training Expert, Motivational Speaker and Executive Coach through her business, HR Solutions, LLC.

To prepare her for these opportunities to serve her clients, Deborah earned a Bachelor's Degree in Human Resources Management and an Associate's Degree in Accounting. She further is a certified Human Resources Professional from leading associations in the world, including a Professional in Human Resources (PHR) from the Human Resources Certification Institute, a Society for Human Resource Management Certified Professional (SHRM-CP), and a Toastmaster's Competent Leader (CL). To offer additional value-added tools to her services, Deborah has completed training and is an Authorized Partner and Trainer with Wiley's Everything DiSC®.

Deborah believes that learning is a lifelong adventure, and she continually pursues personal and professional development. She also believes in giving back to her community and has been an active board member for several non-profit organizations including local Toastmaster's Chapters and both the local Society of Human Resource Management (SHRM) chapter as well as the Montana State Council SHRM.

By sharing knowledge, inspiring others, and continually pursuing personal growth, Deborah aspires to ignite both individual and corporate success, thus enhancing overall well-being and shared fulfillment. Her goal is to assist others to develop more effective communications, supportive collaboration, and harmonious concord to reach superior streamlined, successful, and enjoyable results. Starting her own business in 2013 allows her to allocate her energies to accomplish this mission and focus in the areas she's most passionate about: Leadership Development, Workforce Training, Motivational Speaking, and Human Resource Management Consulting.

When Deborah is not working, learning, or volunteering her time, she enjoys hanging out with family and friends, spending time outdoors with Mother Nature, and taking in the arts and entertainment offered in her home state of Montana and beyond.



Scheduling:

Contact us at: [HR Solutions | Contact Us \(hrs-mt.com\)](https://www.HRS-MT.com)