

BECOMING A GREAT MANAGER

Top Tips For Perfect Performance Reviews

Building successful teams means attracting and retaining talented employees.

In order to ensure our best employees remain with the company our performance development reviews assist Managers in supporting employees with their professional development by enhancing their knowledge, skills and experience.



UNDERSTANDING WHAT A PERFORMANCE REVIEW IS A KEY SKILLSET FOR MANAGERS



A performance review is a two-way, individual conversation between a manager and an employee about performance impact, potential development, and growth.

It is a critical component of our organisations overall performance management strategy.

KEY ELEMENTS OF THE PERFORMANCE REVIEW

Is to translate the high-level objectives into departmental objectives.

Translates the departmental objectives with together with your team members in their personal objectives.

The PDR document records and individual objectives and personal goals



THE GOAL FOR EVERY REVIEW

1. Your team members should feel positive about their development,
2. They are aware of the areas where they need to develop,
3. They have visibility regarding the necessary steps to take in order to advance their careers - if that is what they want to aspire to.



PREPERATION IS KEY

- Prepare and communicate clear performance expectations.
- Review previous objectives. Understand the reasons for not achieving. Identify what additional support may be required by the employee
- Don't be afraid of having difficult conversations
- Raise any concerns



SETTING OBJECTIVES

Objectives should focus on improving the employee's performance, knowledge or skills that could be developed further.

All objectives should be SMART objectives:

- Specific- Use specific wording
- Measurable – include measurable goals
- Agreed- aim for realistic and attainable goals
- Realistic – Select relevant goals that relate to our organisation
- Time-bound – Make objectives timebound by stating specific timeframe and deadline information



IDEAL OUTCOMES FROM THE REVIEW MEETING

- Understanding what motivates our employees?
- What is the employee most interested in working with?
- What is going well and what could be improved?
- What is the plan for developing the employees skills in the next review period and how can you support that plan?



ENGAGING OUR EMPLOYEES AND AREAS FOR DISCUSSION

- Career growth and development
- Engagement challenges
- Alignment to our organisations goals
- Future Aspirations
- Learning and Development opportunities



BUIDLING BLOCKS FOR A GOOD PERFORMANCE REVIEW

Don't forget that Performance Reviews should be:

- Personal
- Managers need to show genuine interest in the employee
- Understand that everyone has unique needs
- Employees appreciate frequent conversations and feedback more that just once a year.



WHERE TO FIND THE FORM

Magstim Share Point Site: Managers Team

HR Docs: Performance Development Review Form

<https://magstimltd->

[my.sharepoint.com/managers/HRDOCS/%PDRFORM%%2FDocuments%FManagement%20Escape%20Plan](https://magstimltd-my.sharepoint.com/managers/HRDOCS/%PDRFORM%%2FDocuments%FManagement%20Escape%20Plan)



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