

INSPIRED TIPS

FANTASTIC PERFORMANCE MANAGEMENT

The festive season is a perfect time for end of year Appraisals – or is it? Well, it is when we remember that its purpose is to improve staff performance so that you get the best from them throughout 2007!

These tips will enable you to make each meeting a motivating session for both you and your member of staff.

- Be sure of your evidence:
 - Which tasks/activities were done really well, which were not?
 - What specifically did your member of staff do or say to make these tasks / activities stand out during the year?
 - As a result, identify exactly what you need your member of staff to differently next year.
 - Get your team members to prepare for their appraisal too – here's some suggestions:
 - During the last year, what was their biggest success and why?
 - What did they enjoy most about their work?
 - What did they find most difficult / challenging?
 - What things did they learn / what skills did they develop?
 - At the appraisal meeting:
 - Open the meeting by going through the questions you asked them to prepare. This will give you a great structure to the meeting
 - Listen carefully to their answers
 - Use their answers to add your comments of praise or pointers where improvement is required
 - Ensure that you bring up any other issues which you noted as part of your meeting preparation
 - Finally, give an overall summary of their performance and what specifically you need them to do differently next year.
 - Make performance management easier in the future:
 - Make a note of the meeting, what was discussed and agreed
 - Give this note to the individual and get their agreement to its contents
 - This note will form the basis for any future performance discussions during 2007
 - Be sure that you provide clear feedback to your staff throughout the year, both the highs and the lows!
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Best of luck!

