



How to Give Effective Performance Review for Manufacturing Supervisors

3.0-Hour Program

The performance review process is critical for building and leading employee teams. Much more than just a task to be completed once or twice per year, it provides a valuable bridge necessary for improving performance and helping ensure workflow continuity and succession. Simply put, it is a development tool. This high energy three-hour program is the perfect jump starter to get supervisors and managers on the right track with employee development and feedback, it will also help position them for better navigating the performance review process.

Learning Objectives:

- Examine the value and objectives of the performance review process.
- Discover best practices and improve your skills in navigating reviews and evaluations.
- Learn what is important for helping individuals move forward with their skills.

Course Outline:

- Introduction
 - Purpose and importance of performance evaluations
 - Supervisors' role and the benefits of evaluation
- Preparing for the Evaluation
 - Identifying KPIs and other criteria
 - Exploring goal establishment and monitoring
 - Linking individual performance with organizational goals
- Discovering Feedback and Evaluation Methods
 - Constructive feedback mini workshop
 - Delivering effective feedback and navigating difficult situations
- Exploring Documentation and Recordkeeping
 - Importance and value of recordkeeping
 - Discover 5-best practices on confidentiality and compliance
- Next Steps in Performance Evaluation
 - Feedback and monitoring, timing considerations
 - Monitoring progress, regular feedback
 - Asking for feedback on your own performance

- Closing Discussion and Q&A