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# Successful annual reviews

## Description

Cette formation vous permettra d'identifier les enjeux de l'évaluation de vos collaborateurs, d'en découvrir les étapes clés et d'acquérir les comportements appropriés à un entretien réussi porteur de sens et de motivation.

## Reference

TEAM-EVA

## Course Content

### The challenges of the evaluation interview

- Basic principles and objectives of the evaluation
- Benefits for the manager, the employee, the department and the HR policy of the company
- Advancing a team's performance by developing skills and motivation

### The stages of the evaluation interview

- Develop an effective evaluation interview method: MENTOR
- Know the phases of the interview: prepare, conduct, negotiate objectives and a Personalized Action Plan
- Use preparation, measurement and monitoring tools
- Use internal assessment documents

### Present the value of the evaluation

- Organize a meeting to present the evaluation issues
- Understand the benefits for the assessed
- Allow the assessed to prepare

### Conduct the evaluation interview

- Acquire relational skills
- Use the right behaviours according to the stages of the interview
- Active listening
- Constructively criticize
- Know how to recognize successes and efforts made
- Understand, measure and act on autonomy
- Act on the main drivers of motivation
- Develop a progress plan

### Assessment tools

- The guide to good questions
- Preparation of the assessed and self-assessment
- The evaluation formalization grid

### Prepare the professional interview with his collaborator

- Difference between assessment and professional interview
- Study the professional development prospects of the employee

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- Know the main career guidance systems and tools

### **Lab / Exercises**

- Scenarios
- Role plays
- Construction of support tools for the assessment interview

### **Documentation**

- Digital courseware included

### **Participant profiles**

- Team leaders
- Managers
- Directors

### **Prerequisites**

- No prerequisites

### **Objectives**

- Identify the challenges of the evaluation
- Discover the key stages of the evaluation interview
- Acquire relational skills
- Use the right behaviors according to the stages of the interview
- Use and build assessment tools
- Conduct a professional interview

### **Niveau**

Fondamental

### **Classroom Registration Price (CHF)**

800

### **Virtual Classroom Registration Price (CHF)**

800

### **Duration (in Days)**

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