



## **Manager Masterclass: Getting the team meeting going**

**½ day workshop on essential skills for managers**

*“It’s that time again and I would like my performance reviews to be useful so we all benefit”*

Performance review meetings are a good time to have quality discussions with your people about the past and the future. It’s important to get them right as they form a key part of the relationship. They give people the ‘heads up’ on what is required, your views and their needs. It is also the time of year when the manager is seen to be doing a key part of their job. This focused session will give you some good ideas on what to cover, how to prepare, and how to get your reviewee engaged in the process. Key areas will include:

- Preparation – what and how to prepare
- Structuring the review meeting
- Questioning and listening skills to help
- Giving feedback
- Agreeing objectives and development plans to work on
- Using reviews to keep on target
- ‘Stop, start, continue’ - areas to take away to work on

This workshop will give you a range of practical tips to help you prepare for, and run the review meeting in a productive way.

**Maximum number of delegates: 8**

**Cost: 1 unit**

To register please email our Training Co-ordinator on [registrations@thelearningcollaboration.com](mailto:registrations@thelearningcollaboration.com)