

Performance Appraisal

Title	Duration (minutes)	Author	Course Description
<ul style="list-style-type: none"> Running a 360-Degree Feedback Review 	14	Management Pocketbooks	If you're involved in conducting a feedback interview with a review subject, it's essential you understand the skills required during this part of the process. In this course, you will learn the role and skills of a feedback coach during a feedback interview. You will also learn key areas to analyze in a feedback report and tips on how to respond to strong, emotional reactions during the feedback interview. By the end of this course, you'll be prepared to facilitate or support a 360-degree feedback review with your team.
<ul style="list-style-type: none"> Understanding 360-Degree Feedback 	12	Management Pocketbooks	In this course, you will learn the purpose and uses of the 360-degree feedback and be introduced to the basic process. You will also go into more detail about a specific use of this feedback, in how it can raise self-awareness and identify blind spots. Finally, you will be able to list some benefits of this process for individual employees, managers, and the organization as a whole.
<ul style="list-style-type: none"> Conducting Annual Performance Review 	15	The Access Group	The learner will complete a 20 multiple choice pre-assessment activity at the beginning of the course. Based on the results of the learners assessment the course will automatically generate content based on their incorrect answers. The course therefore will only focus on the learners gaps rather than asking them to complete a full course if they have pre-existing knowledge or experience.
<ul style="list-style-type: none"> Seven Tips for Successful Performance Reviews 	10	Mind Tools for Business	This short animated video explores seven ways to have better performance conversations. Learners can reflect on their own experience of performance conversations and explore how they might adjust their approach to improve future conversations.
<ul style="list-style-type: none"> Appraisal Skills: Preparing for an Appraisal 	15	Skillshub	Do you deliver appraisals without any preparation? Many managers go in ad-hoc and don't do any preparation for an appraisal whatsoever, this can put you in a dangerous position. The Skillshub "Preparing For An Appraisal" course provides three steps to following during your appraisal preparation to ensure that both the manager and the appraisee get the most out of the appraisal process.
<ul style="list-style-type: none"> Appraisal Skills: How to Hold an Effective Appraisal 	15	Skillshub	The purpose of an appraisal is to increase an employee's performance and productivity. The Skillshub "How To Hold An Effective Appraisal" course provides tips and a structure to how you can make the most out of your appraisals. Once the course is complete you be able to motivate and drive the appraisee forward to achieve higher productivity and results.
<ul style="list-style-type: none"> Providing Constructive Feedback 	30	The Jeff Havens Company	Our video-based training series covers basically everything – how to offer feedback in a way that people will actually listen to, what kinds of things to focus on, and how to incorporate everyone into the process of finding solutions for whatever problems you're trying to correct. You'll also see plenty of examples of people delivering ineffective feedback.

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<ul style="list-style-type: none"> Difficult Conversations: Communicating a Low Performance Review 	10	The Jeff Havens Company	This course will help you handle the communication of a low performance review. We will discuss the need to focus on correcting the situation and providing a roadmap for success so that this situation does not recur in subsequent review cycles, and you'll also see just about the worst way ever to handle this conversation.
<ul style="list-style-type: none"> Managing Performance: Individual Development Plans 	15	TalentQuest	As a leader, one of your main responsibilities is to find good talent, cultivate that talent, and inspire loyalty and motivation in those talented individuals. Providing employee development is a great way to mature your staff and ensure that they stay with the organization. In this course, you will learn to provide the employees with the development they seek, using an Individual Development Plan, which is also beneficial for your enterprise.
<ul style="list-style-type: none"> Seeking Feedback for Career Development 	14	Management Pocketbooks	This course is part of the Self-Directed Career Growth series, a series that provides tips, techniques, and tools to further your development and put you in charge of your career and your life. In this course, you'll examine your self-perceptions through feedback from others. You'll learn the Dos and Don'ts of requesting professional feedback. And finally, you'll create a structure to streamline the feedback process.
<ul style="list-style-type: none"> Self-Analysis for Career Development 	15	Management Pocketbooks	If you want to grow your career, self-analysis is the place to start. This course is part of the Self-Directed Career Growth series, a series that provides tips, techniques, and tools to further your development and put you in charge of your career and your life. In this course, you'll learn how to create a job tree to analyze your current role. You'll discover how to apply the SWOT analysis and competency review methods to evaluate your strengths and weaknesses. And finally, you'll understand the importance of reviewing performance evaluations from the past to strengthen your career growth.
<ul style="list-style-type: none"> External Factors in Career Development 	15	Management Pocketbooks	In this course, you'll identify your company's business objectives and how they impact your professional development. You'll then analyze your own career objectives and find opportunities for growth within your company. Finally, you'll explore your learning network to create a culture of learning. After completing this course, you'll be able to navigate the challenges and opportunities of the external factors that impact your career.
<ul style="list-style-type: none"> Managing Reactions to Feedback 	15	TalentQuest	As it's important for leaders to give constructive feedback, in order to help their employees grow, develop their skills, confidence etc.. which results in organizational growth. Similarly, It's important for an individual to ask for feedback instead of waiting to receive it. Start thinking of feedback as the fuel for your professional growth. In fact, set a goal to solicit feedback regularly instead of waiting for it to come to you. When you begin to see the value in regular feedback, your manager will find it easier to deliver, and—using these strategies—you'll find it easier to receive, assess, and apply.
<ul style="list-style-type: none"> How (and When) to Provide Feedback 	10	The Jeff Havens Company	Should you mention everything people do wrong every time you think to? (Hint – probably not.) Should you apologize every time you have something imperfect to say? (Hint – definitely not.) This video course will help you determine when and how to offer feedback in the ways most likely to succeed.