

PERFORMANCE APPRAISAL



Title	Duration (minutes)	Author	Course Development
• Performance Development Conversations	8	Absorb	Sporadic and unstructured performance reviews can be ineffective and even worse, are often counterproductive to the one thing they are intended to manage...performance. But there is a proven, better way to manage performance. It's the constant development of performance between a manager and their direct reports. This technique is called performance development. In this course we'll look at how to structure effective and regular performance development conversations.
• Giving and Receiving Feedback	7	Absorb	Giving and receiving feedback in a tactful and constructive way can help you build better working relationships with others as well helping everyone to be more productive. This course looks at some key tips for giving and receiving feedback.
• Managing Performance	5	Absorb	In this microlearning module we'll look at how to manage an employee who is underperforming. When one of your team is not performing to their best it's important that you handle it in the right way to get them back on track. We'll look at some key pitfalls to avoid and how to handle difficult performance conversations.
• Insights with Amy Tez - Giving Effective Feedback	7	Absorb	Dive into the nuances of providing constructive feedback that not only fosters professional growth but also strengthens relationships within your team. This course will guide you through effective strategies to deliver feedback that positively influences behavior, enhancing communication, leadership, and team dynamics.
• Performance Development for Remote Workers	10	Absorb	Even if you're the best at what you do, there's always room for improvement. And in today's workplace, with more and more employees working remotely, it's important to have a performance development plan in place so that everyone can stay on the same page and continue improve. In this course, we'll show you how to create a performance development plan for your remote workers.
• Managing Your Own Performance	7	Absorb	Learning how to manage your own performance is vital to a successful career filled with continual growth. So, how can you keep on top of your performance – staying motivated and achieving your goals – in order to keep your trajectory moving upward throughout your career?
• Introduction to Mindfulness and Meditation	13	Absorb	In the first course in our Mindfulness and Meditation series, you will learn how to set up and prepare for a meditation whether at work or at home. This course contains a short video practice followed by a guided meditation.
• Asking Your Manager for Feedback	11	Absorb	One of the most important things you can do as an employee is to get feedback from your manager. However, not every manager gives feedback as consistently as you or the organization may like. This is particularly true if there are no well-defined, structured methods for giving feedback. In this lesson, we'll explore some tips for requesting feedback from your manager and how to make sure that you're getting the most out of the process.