

PROFIT HUNTERS

TRANSFORMING INDIVIDUALS, TEAMS AND ORGANIZATIONS
TO CAPTURE THEIR FULL PROFIT POTENTIAL



CONDUCTING ANNUAL EMPLOYEE REVIEWS TRAINING MANUAL CORPORATE TRAINING MATERIALS

For details, call Tony DiRico
Office: 214.295.5237
Cell: 682.365.9021

Email: TonyDiRico@ProfitHunters.biz
www.BizLeadership.co
www.ProfitHunters.com
www.HRWinslowReports.com

TABLE OF CONTENTS

- Module One: Getting Started..... 7**
 - Workshop Objectives..... 7*

- Module Two: How to Conduct Annual Reviews 8**
 - Develop the Process 8*
 - Set Benchmarks Early 10*
 - Agreement with Set Benchmarks..... 10*
 - Hold an Effective Meeting 10*
 - Case Study..... 11*
 - Module Two: Review Questions..... 12*

- Module Three: Categories for Annual Review I..... 14**
 - Company Mission and Values 14*
 - Customer Service and Quality Control..... 15*
 - Problem - Solving/Judgment..... 15*
 - Production..... 16*
 - Case Study..... 16*
 - Module Three: Review Questions..... 17*

- Module Four: Categories for Annual Review II 19**
 - Work Style..... 19*
 - Resource Management 20*
 - Communications Skills 20*
 - Teamwork..... 21*
 - Case Study..... 21*
 - Module Four: Review Questions..... 22*

Module Five: Common Mistakes Managers Make when Conducting Employee Reviews I	24
<i>Contrast Effect</i>	24
<i>Similar-to-me Effect.....</i>	25
<i>Halo (or horn) Effect.....</i>	25
<i>Central Tendency.....</i>	25
<i>Case Study.....</i>	26
<i>Module Five: Review Questions</i>	27
Module Six: Common Mistakes Managers Make when Conducting Employee Reviews II	29
<i>Leniency/Desire to Please.....</i>	29
<i>First Impression Bias.....</i>	30
<i>Rater Bias.....</i>	30
<i>Recency Effect</i>	30
<i>Case Study.....</i>	30
<i>Module Six: Review Questions</i>	31
Module Seven: Successful Tips for Concept of Pay for Performance.....	33
<i>No Surprises</i>	33
<i>Focus on the Basics.....</i>	34
<i>Show Clear Disparity</i>	34
<i>One for All and All for One.....</i>	34
<i>Case Study.....</i>	35
<i>Module Seven: Review Questions</i>	36
Module Eight: How to Tie Employee Compensation to Firm-Wide Returns.....	38
<i>Set Quarterly Revenue Target.....</i>	38
<i>Set Employee Goal.....</i>	39
<i>Conduct Quarterly Reviews.....</i>	39
<i>Pay Out Quarterly</i>	39

Profit Hunters

<i>Case Study</i>	40
<i>Module Eight: Review Questions</i>	41
Module Nine: How to Communicate Employee Expectations Effectively	43
<i>Have Regular Conversations</i>	43
<i>State What's Working</i>	43
<i>Be Honest</i>	44
<i>Provide Mentoring</i>	44
<i>Case Study</i>	45
<i>Module Nine: Review Questions</i>	46
Module Ten: Meaningful Questions to Gauge Employee Happiness I	48
<i>Ask Questions Frequently</i>	48
<i>How Transparent is Management?</i>	48
<i>Rate Quality of Facility?</i>	49
<i>Contributing Factors to Work Easier?</i>	49
<i>Case Study</i>	49
<i>Module Ten: Review Questions</i>	50
Module Eleven: Meaningful Questions to Gauge Employee Happiness II	52
<i>What makes you Productive?</i>	52
<i>Recognition?</i>	53
<i>Opportunities to Grow and Advance?</i>	53
<i>Confidence in Leadership?</i>	53
<i>Case Study</i>	54
<i>Module Eleven: Review Questions</i>	55
Module Twelve: Wrapping Up	57
<i>Words from the Wise</i>	57