

# Performance Appraisals

*Have it the way you want!*

*DVD, E-learning, Streamed, Video On Demand,  
Custom Edits, You name it we can deliver.*

## Not Just Another Meeting

If your supervisors have trouble keeping track of performance appraisals and making them productive, then this program is for you. They can listen in on ten videotaped performance appraisals that go off track, pause the program, discuss the reasons for failure, sum up the problem, and get realistic solutions. How-To Training Points:

- How to plan for the appraisal and prepare appropriate documentation
- How to confront performance problems quickly and candidly
- How to keep the conversation specific and avoid personal bias
- How to identify mutual goals
- How to use effective listening tools
- How to establish ongoing communication so appraisals hold no surprises for either party

(24 min) **DuPont.** #26-HR91-DVD \$745

## Continuous Performance Appraisal

With an appraisal looming, a frustrated manager finds himself at the end of his rope. But help arrives and saves the day, as the magical (and funny!) Harry Anderson takes him through the three-step process of a Continuous Performance Appraisal. (22 min) **DuPont.** #26-HR101-DVD \$695

## Let's Talk! Performance Feedback

Using feedback is a skill central to the success of any team and its leader. Everybody needs recognition when they are doing well and guidance when they could be doing better.

This video and leader's guide give clear guidelines for giving feedback: ask, don't tell; describe, don't judge; focus on behavior, not personality; be specific; be constructive. It also explains how to receive feedback: be open, not defensive; listen and clarify; seek specific suggestions for doing things differently.

- Communication skills
  - Critiquing skills
  - Importance of recognition
- (20 min) **DuPont.** #26-HR23-DVD \$645  
**Handbook Available**

## Looking Forward: Your Performance Appraisal

Everyone knows that managers need to be trained to lead successful performance appraisal meetings. But did you ever consider the other side of the table? Your employees are a critical piece of the puzzle. Only when both parties are feeling well-prepared and confident can the appraisal meeting achieve its highest potential.

The training points covered include:

- How to Prepare for the Meeting
  - Sharing Feedback with your Supervisor
  - Separating the Person from the Behavior
  - Collaborating to set SMART goals
- (12 min) **DuPont.** #26-HR69-DVD \$945



## Care and Candor

This exciting new program demonstrates the importance of making a caring attitude and honest feedback the foundation of the appraisal meeting in order to achieve the best results.

The training points covered include:

- How to Prepare for the Meeting
  - Using Care and Candor when giving Feedback
  - Separating the Person from the Behavior
  - Collaborating to set SMART goals
  - Keeping the PRAISE in the Appraisal
- (18 min) **DuPont.** #26-HR65-DVD \$945

## The Human Touch Performance Appraisal II

Many supervisors dread the annual form-completing sessions. As such, they make such a poor job of it, missing out on ideal opportunities to build rapport and boost performance. Even so, performance appraisals don't start or begin with those sessions. They have to be consistent, on-going, daily and year-end. This is the ideal solution as it motivates employees more and maximizes their potential, as the hundreds of companies have seen when they applied The Human Touch.

**DuPont.** #26-HR73-DVD \$845