

Successful Performance Conversations

Making a difficult conversation easier

Appraisal conversations to set your team up for success

Research shows that a whopping 92% of organizations conduct formal performance reviews, while 65% of organizations provide formal performance feedback. Yet, performance management discussions remain a largely unsatisfactory experience — both for the employees and the managers.

Performance review conversations are a key element of performance management, but they often end up taking place only once a year. It is an open secret that most managers dread having performance conversations with their employees – it is never easy telling someone that they need to improve their job performance or that their performance is below expectation.

Good news! Performance conversations no longer need to be excruciating.

Our 2-part live session is designed to help managers not only understand and overcome the challenges of performance-related conversations but also achieve positive outcomes that can set both the manager and the team members up for success.



What participants will learn

- Understand the common challenges** of performance-related conversations
- Understand the role of setting goals** to define your expectations from your team
- Build skills required** to enable effective performance related conversations
- Achieve positive outcomes** from a difficult performance conversation with team members
- Develop an action plan** for implementation on the job

2 LIVE SESSIONS, OF 3 HOURS EACH (With a gap of 2-7 days between the 2 sessions)

Session 1		Session 2	
Pre-session reading	Module 1: Setting goals	Module 2: Feedback	Module 3: Having difficult conversations
Curated articles to introduce the required skills	Understand the importance of setting goals by clearly defining your expectations from your team.	Learn to give feedback that is constructive and effective.	Discover a framework to handle difficult performance conversations with confidence.
			Develop an action plan for implementation.
			Post-session reading
			Curated articles and videos to reinforce the learnings

This session is a must for all managers.

JOB-AIDS: Soft copy of action plan template for implementation | Soft copy of the frameworks covered in the session

MAX. 15 PARTICIPANTS

LIVE features & requirements

- A smooth-functioning virtual learning platform
C2C-OD team is well-versed with platforms such as Zoom, WebEx, GoToMeeting, and Adobe Connect. Use of a custom/in-built learning platform will require us to spend some time familiarizing ourselves with the platform. A separate fee may be charged for this additional effort.
- A stable internet connection
- Chat function
- Whiteboards
- Polling
- Virtual break-out rooms
- Video enabled

LIVE dos and don'ts for participants

- Please do a test run to ensure your system (audio/visual) is working, in advance.
- Please join the session from a place where you can focus, to avoid distractions and background noise.
- Please ensure the place/room is well-lit, when your camera is on. Well-lit faces are more engaging.
- Please mute your microphone, if you are not speaking, to cut down on background noise when others are speaking.
- Please do not multi-task or run your email system in the background.