

ACE Your Performance Review

CRASH COURSE



**Course
Overview**

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Course Overview

Welcome to the ACE Your Performance Review Crash Course!

How to Approach This Course

This course lasts five days, and you will receive one course book each day. The course is designed to be worked through one day at a time so that the knowledge you will gain one day flows into the next, and whilst it is still fresh in your mind.

I strongly advise that you don't skip a course book, and that you read them in the order I sent them. Each day builds on the previous days content.

Ideal times to do this course are:

- Whilst you are setting your objectives with your manager at the start of your review period (typically at the beginning of the year), or
- Just before you're due an intermediate appraisal with your manager, or
- 2-3 weeks before your final year-end appraisal

Of course, you don't have to take part in each day of the course, every day. It's important to do this at a manageable pace, and not rush it if you can't cope with a daily feed. However, I don't advise taking too long in between course books, so if you feel that time is short, then I

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recommend that you delay starting the course until you are ready.

The course will help you get the most of out of your performance review, and give you tips in checking that your objectives are appropriate and aligned to you manager's, where possible. It might be helpful to you to tell your manager that you have enrolled, and that subsequent discussion is likely.

Syllabus

Below are the topics we will cover on each day of the course:

Day One

- What is a Performance Review?
- What are managers looking for?
- The role of Your Manager
- The review process

Day Two

- Analyzing objectives
- What is S.M.A.R.T. and why is it important?

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- Preparation for your review

Day Three

- 360-degree feedback
- Self-Assessment

Day Four

- Linking your performance to your manager's performance
- Planning your next activities
- Bad performance review and disagreement

Day Five

- Listening to what management experts have to say about ACEing your performance review, with some example questions you are likely to be asked
- I'll share with you some powerful tips on how to totally ACE your review
- A final reminder of some key actions

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Final Word

I'd like to wish you luck and I hope you enjoy this course. At the end of the course (day five) I will send you a link to a feedback survey for you to complete. Your feedback is important to me. Please find 5 minutes at the end of the fifth day, or within a few days afterwards, to send me your feedback.

Here's to ACEing your review!

Simon Stapleton

<http://www.simonstapleton.com>