



Human Performance

People Development, Safeguarding & Governance

...developing skills since 2002



The A to Z of Performance & Development Reviews Toolkit

...everything you will need to manage employee performance proactively!

The A to Z of Performance & Development Reviews Toolkit...

...performance management doesn't start when a performance issue arises with an employee. Rather, it is a principle of management & leadership that must begin when an employee commences work with an organisation. It is something that supports employees & teams to perform to their very best - and is not an action (or reaction) that takes place as a consequence of poor performance.

What are the benefits of this Toolkit?

Using HPL's Performance & Development Review Toolkit will assist organisations to implement effective performance management of their employees & teams; enable their line managers to have the confidence to recognise & feedback on high performance; whilst supporting under-performing employees to reach the required standards.

What's included in the Toolkit?

This Toolkit is extensive in what it covers. You'll get 14 professionally designed documents featuring the very latest in best practice for managing an employees performance throughout every stage of their employment - whether they be a new starter, or an employee with years of service. You'll also receive a detailed guidance document that clearly explains how each part of every document in the Toolkit should be used for the greatest effect; & a Techniques for Conducting Effective Appraisal Discussion Training Manual to support line managers to set objectives & give constructive feedback.

Resources for taking care of new starters...

You'll receive all the resources to take a new recruit from Day 1 of employment - including detailed guidance & a checklist on how to develop a structured induction plan - right through to conducting each probationary review at week 1, month 1, month 2 & month 3. Finally, you'll be able to sign off the probationary period and establish the objectives & areas of focus for successful new employees with a simple, yet effective, post induction review process.

Resources for annual performance & development reviews...

In this Toolkit you'll discover all the documents required for all parties to prepare for the performance review discussion, as well as the three different annual appraisal review documents aimed at team members, line managers and directors and/or trustees. As part of the personalisation of the documentation for your organisation (which is included in the price of the Toolkit) there is also nearly 50 competency descriptions to choose from too, which will ensure you measure and discuss performance against the areas that matter to your business.

Resources for interim reviews between the annual performance review discussion...

To ensure that performance management discussions do not just become an annual tick-boxing activity, you'll also find an interim performance review process, which can be carried out quarterly or bi-annually.

Resources for managing & evaluating coaching, training & development activity...

Finally, as far as the performance review documentation goes, the Toolkit includes an evaluation form to manage coaching, training & development requests (& the subsequent evaluations) that come out of the performance reviews.

So, that's 14 high quality up to date resources - all personalised for your organisation - but there's still more included in this Toolkit...

Toolkit guidance & support documentation...

To support the implementation of the Toolkit you'll find a simply written, 28 page guidance document, clearly explaining how each of the 14 items in the toolkit can be used to greatest effect - & this is in addition to the famous 1:1 personal support offered by James Turner - to get your investment up & running and paying its way for your business.

Toolkit coaching & training resources...

Finally, you'll also receive a coaching guidance tool - which takes line managers through the core elements of the performance appraisal discussion offering guidance & techniques to deal with such things as setting effective objectives & how to structure and give valuable quality feedback about under-performance.

Performance & Development Review Toolkit Contents...

...the following is what you'll find in this incredibly detailed and extensive toolkit - and which has been broken down into the different elements covering the full 12 months of the employee performance management cycle.

New Starter Documentation

01. New Starter Induction Checklist
02. End of Week 1 Probationary Review
03. End of Month 1 Probationary Review
04. End of Month 2 Probationary Review
05. End of Month 3 Probationary Review
06. Post Induction Review

Preparation Documentation

07. Employee Notification Memo
08. Employee Appraisal Preparation
09. Line Manager Preparation
10. Line Manager Guidance

Annual Appraisal Documentation

11. Team Members Appraisal
12. Line Managers Appraisal
13. Directors & Senior Managers Appraisal
14. Team Members & Management Competencies

Interim Appraisal Documentation

15. One to One Quarterly Review
16. Training Request & Evaluation

Toolkit Guidance & Support Documentation

* A 28 page Guidance Manual covering all Resources in the Toolkit

Toolkit Coaching & Training Resources

* A 15 page Coaching & Training Manual covering Techniques to Conduct Effective Appraisals

And all of these 14 Toolkit resources will be personalised for your organisation, with up to a further four additional hours of 1:1 support to refine any of the documents to reflect your operational needs - and to ensure you end up with a performance and development review process that works for you and your business needs!

****This entire Toolkit is available for just a one-time only fixed cost of £900!****

In addition, maintain an HR Support & Advice Contract with HR Performance - and as best practice evolves, you'll receive updates to this Toolkit without any additional costs! Please speak to James Turner on 0845 880 2255 - without obligation - for further information.