



HUMAN RESOURCES AND TRAINING

Effective Performance Review

Course code: HRT-052

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Performance reviews are essential for improving employee performance, aligning goals, increasing engagement, and supporting career development. When managed effectively, appraisal systems create clarity, accountability, and stronger communication between managers and employees. This course provides participants with practical tools to design fair appraisal systems, conduct professional review meetings, use KPIs effectively, and deliver constructive feedback with confidence.

Why Attend

This course uses an interactive and practical approach through presentations, case studies, group discussions, role plays, performance review simulations, practical exercises, and real workplace examples.

Who Should Attend

HR Professionals
Managers and Supervisors
Team Leaders
Department Heads
Performance Management Staff
Business Owners
Anyone responsible for employee appraisals and

— Learning Objectives

- Understand the purpose and value of performance reviews
- Apply effective appraisal methods and frameworks
- Design fair and practical appraisal systems
- Use KPIs and objectives in performance evaluation
- Handle difficult review conversations professionally
- Improve feedback skills using emotional intelligence
- Address common appraisal errors and bias
- Build action plans for employee improvement and growth

— Course Outline

DAY
1

Foundations of Performance Appraisal and Management

- Introduction to performance appraisal systems
- Importance of performance reviews in organizations
- Common appraisal methods and assessment techniques
- Ethics and fairness in performance evaluation
- Performance management cycle and annual review purpose
- Understanding organizational appraisal processes

DAY
2

Designing an Effective Appraisal System

- Difference between formal and informal review systems
- Who should conduct performance reviews and why
- Building clear appraisal policies and guidelines
- Steps for creating and implementing formal appraisal systems
- Aligning appraisals with business objectives
- Ensuring consistency across departments

DAY
3

Modern Appraisal Methods

- Management by Objectives (MBO) principles
- Behaviourally Anchored Rating Scale (BARS) overview
- Behaviour Observation Scale (BOS) overview
- Choosing the right appraisal approach
- Reducing bias and rating errors
- Solving common performance review challenges

DAY
4

KPIs and Performance Assessment

- Identifying key indicators for performance measurement
- Effective ways to assess performance challenges
- Reviewing and improving appraisal systems
- Performance reviews in multicultural environments
- Linking KPIs to strategic goals
- Developing personal action plans for improvement

DAY

5

Conducting the Performance Review Interview

- Handling common mistakes and difficult situations
- Preparing and planning for review meetings
- Practical tips for successful appraisal interviews
- Using emotional intelligence during feedback discussions
- Role plays and live appraisal interview practice
- Course review and question & answer session

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	London - United Kingdom	€1,925
12 - 16 October 2026	Barcelona - Spain	€2,125
9 - 13 November 2026	London - United Kingdom	€1,925
16 - 20 November 2026	Barcelona - Spain	€2,125
7 - 11 December 2026	Istanbul - Türkiye	€1,925
14 - 18 December 2026	Amsterdam - Netherlands	€2,100
21 - 25 December 2026	Istanbul - Türkiye	€1,600
4 - 8 January 2027	Munich - Germany	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.