MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Supervisors and Managers

Conducting Annual Employee Reviews

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2941	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Any great boss will tell you that employee reviews are a cornerstone for having happy and productive employees. Employees need to know what their strengths and weaknesses are. Once an employee understands their performance, you and the employee can take steps to improve their weaknesses.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let’s review our goals for today.

At the end of this workshop, participants should be able to:

- Understand the process of conducting an annual review.
- Determine the categories for an annual review.
- Know the mistakes managers make during an annual review.
- Understand the concept of pay for performance.
- Know how to tie employee compensation to firm-wide returns.
- Know the value of employee communication.
- Gauge employees’ happiness.

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives

Module Two: How to Conduct Annual Reviews

- Develop the Process
- Set Benchmarks Early
- Agreement with Set Benchmarks
- Hold an Effective Meeting
- Case Study
- Module Two: Review Questions

Module Three: Categories for Annual Review I

- Company Mission and Values
- Customer Service and Quality Control
- Problem - Solving/Judgment
- Production
- Case Study
- Module Three: Review Questions

Module Four: Categories for Annual Review II

- Work Style
- Resource Management
- Communications Skills
- Teamwork
- Case Study
- Module Four: Review Questions

Module Five: Common Mistakes Managers Make when Conducting Employee Reviews I

- Contrast Effect
- Similar-to-me Effect
- Halo (or horn) Effect
- Central Tendency
- Case Study
- Module Five: Review Questions

Module Six: Common Mistakes Managers Make when Conducting Employee Reviews II

- Leniency/Desire to Please
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First Impression Bias

- Rater Bias
- Recency Effect
- Case Study
- Module Six: Review Questions

Module Seven: Successful Tips for Concept of Pay for Performance

- No Surprises
- Focus on the Basics
- Show Clear Disparity
- One for All and All for One
- Case Study
- Module Seven: Review Questions

Module Eight: How to Tie Employee Compensation to Firm-Wide Returns

- Set Quarterly Revenue Target
- Set Employee Goal
- Conduct Quarterly Reviews
- Pay Out Quarterly
- Case Study
- Module Eight: Review Questions

Module Nine: How to Communicate Employee Expectations Effectively

- Have Regular Conversations
- State What's Working
- Be Honest
- Provide Mentoring
- Case Study
- Module Nine: Review Questions

Module Ten: Meaningful Questions to Gauge Employee Happiness I

- Ask Questions Frequently
- How Transparent is Management?
- Rate Quality of Facility?
- Contributing Factors to Work Easier?
- Case Study
- Module Ten: Review Questions

Module Eleven: Meaningful Questions to Gauge Employee Happiness II

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What makes you Productive?

- Recognition?
- Opportunities to Grow and Advance?
- Confidence in Leadership?
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Conducting Annual Employee Reviews
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____