

**Supervisors and Managers**

# Conducting Annual Employee Reviews

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

COURSE CODE

**MSD2941**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**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

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## **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**

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## **Key Course Benefits**

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### **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.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Conducting Annual Employee Reviews
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

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Date