

## Conducting Annual Employee Reviews Course Details

Department: Supervisors and Managers

Presented by Magna Skills Development Institute

Date Created: 09-May-2025

Training Coordinator: Denis Wunganayi



**CORPORATE TRAINING**  
*Agency*

**OUR SERVICES :**

- Search Engine Optimization
- Analytics and Data Analysis
- Pay-Per-Click Advertising
- Social Media Marketing

 Our Website  
[www.magnaskills.com](http://www.magnaskills.com)

 **MAGNA SKILLS**  
[www.magnaskills.com](http://www.magnaskills.com)



## Course Summary

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 Objectives

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

### **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
- 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

- 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



## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.

- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## **Our Training Methodology**

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## **Why Choose Magna Skills?**

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.