

Course : Conducting a successful annual appraisal interview

Practical course - 1d - 7h00 - Ref. REJ

Price : 930 CHF E.T.

This training course will enable you to identify the challenges of employee appraisal, to discover the key stages and to acquire the appropriate behaviors for a successful appraisal that is both meaningful and motivating.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Know the regulatory obligations relating to this interview
- ✓ Distinguishing it from other HR interviews
- ✓ Professionalize your approach?in preparing and conducting this interview
- ✓ Setting objectives and involving employees
- ✓ Provide constructive and encouraging feedback

Intended audience

Anyone in charge of conducting interviews with employees

Prerequisites

No

Practical details

Hands-on work

Interactive presentations, case studies with alternating work in sub-groups and plenary sessions, practical toolbox

Course schedule

PARTICIPANTS

Anyone in charge of conducting interviews with employees

PREREQUISITES

No

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 The annual appraisal interview

- The annual appraisal interview in the HR landscape
- Define the stakes of the annual performance review for: the employee, the manager, the company

Hands-on work

Brainstorming permettant d'identifier la représentation des apprenants.
Apports théoriques sur les différents entretiens dans le paysage RH de l'organisation.

2 Preparing for the annual appraisal interview

- Scheduling interviews and sending out invitations
- Prepare the employee's file and the documents needed to conduct the interview
- Identify the steps involved in conducting an annual performance review

Hands-on work

Méta plan pour identifier les phases de préparation de l'entretien annuel.
Lister les étapes de l'entretien et les postures associées (atelier en sous-groupes et restitution en grand-groupe).

3 Defining objectives

- Setting SMART objectives
- Negotiate objectives and a personalized action plan
- Question to involve (open questions, low posture)
- Acquire interpersonal skills

Hands-on work

Write SMART objectives. Practice questioning and adopt interpersonal skills.
Role-playing in pairs and large-group debriefing.

4 Giving feedback

- Awareness of the importance of signs of recognition
- Understanding the impact of factual elements
- Effective contracting (DEPAR)

Hands-on work

Practice verbalizing signs of recognition and giving feedback using the DEPAR tool. Role-playing in pairs and large-group debriefing.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS

2026 : 10 Apr., 29 June, 13 Oct., 23 Nov.