



The employee appraisal

Motivation, recognition, criticism, support

Seminar objective

Managers want motivated employees. The appraisal interview is one of the most important management tools for this. This requires social competence, empathy and the willingness to conduct discussions in a constructive and structured manner in order to develop the potential of employees. In the seminar, the most important discussion situations of specialists and managers are presented, discussed and practiced. Your leadership communication will improve. Typical examples of conversations illustrate the successful progress of employee discussions.

Seminar content

Basics for the exchange - the employee appraisal:

- Scheduling time together and focusing on company goals
- Engaging together: sharing and absorbing information through dialogue
- Essential elements and phases of any discussion situation
- Planned and also spontaneous discussion situations: living agility

Conducting constructive employee discussions:

- Creating the right framework
- Focus on the employee: the annual appraisal and the target agreement
- How do I motivate in the interests of the company?
- Employee orientation: the appraisal interview
- Constructive in the matter - the criticism discussion
- How do I address strengths and weaknesses?
- The promotion interview and the appraisal interview
- Recruitment and appraisal interviews

Creating the right environment:

- Correctly assessing the employee's interests and addressing motives
- Wavelength and personal "chemistry" in an interview
- Team spirit and team fit

Conversational skills:

- Positive conversational climate: body language and its impact
- How to steer conversations through questioning techniques
- The balance between directive and non-directive conversational behavior
- Body language and its effects
- Encouraging and inhibiting factors in the appraisal interview
- The conclusion of the conversation

Methodology

Interactive and experience-oriented exchange
Examples of exercises
Supervision
Reflection on one's own leadership style
Trainer input

Course ref.

F2002

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Online seminar

01.07.2024 – 02.07.2024
10.10.2024 – 11.10.2024
23.01.2025 – 24.01.2025
10.04.2025 – 11.04.2025
30.06.2025 – 01.07.2025
09.10.2025 – 10.10.2025

Münster

13.06.2024 – 14.06.2024
02.12.2024 – 03.12.2024
23.01.2025 – 24.01.2025
21.07.2025 – 22.07.2025
01.12.2025 – 02.12.2025

Hamburg

07.11.2024 – 08.11.2024
10.04.2025 – 11.04.2025
03.11.2025 – 04.11.2025

Berlin

23.05.2024 – 24.05.2024
09.09.2024 – 10.09.2024
22.05.2025 – 23.05.2025
08.09.2025 – 09.09.2025

Cologone

29.08.2024 – 30.08.2024
03.04.2025 – 04.04.2025
28.08.2025 – 29.08.2025

Frankfurt am Main

23.09.2024 – 24.09.2024
06.03.2025 – 07.03.2025
22.09.2025 – 23.09.2025

Stuttgart

01.07.2024 – 02.07.2024
09.12.2024 – 10.12.2024
30.06.2025 – 01.07.2025



Target audience

The employee appraisal seminar is aimed at managers, junior managers, project managers and personnel managers who want to conduct appraisal interviews even more effectively.

08.12.2025 – 09.12.2025

Munich

10.10.2024 – 11.10.2024

13.01.2025 – 14.01.2025

09.10.2025 – 10.10.2025

Fee

1.150,00 € (ex. VAT)

1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift