



# 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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Veranstaltung                      Seminarcode

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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Kundennummer

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Anmeldebestätigung (E-Mail)

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Unterschrift