



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: 09:30 - 16:00

Location & dates

Online seminar

30.06.2025 – 01.07.2025
09.10.2025 – 10.10.2025
22.01.2026 – 23.01.2026
09.04.2026 – 10.04.2026
29.06.2026 – 30.06.2026
08.10.2026 – 09.10.2026

Münster

21.07.2025 – 22.07.2025
01.12.2025 – 02.12.2025
22.01.2026 – 23.01.2026
20.07.2026 – 21.07.2026
30.11.2026 – 01.12.2026

Hamburg

03.11.2025 – 04.11.2025
09.04.2026 – 10.04.2026
29.10.2026 – 30.10.2026

Berlin

22.05.2025 – 23.05.2025
08.09.2025 – 09.09.2025
21.05.2026 – 22.05.2026
08.10.2026 – 09.10.2026

Cologone

28.08.2025 – 29.08.2025
30.03.2026 – 31.03.2026
27.08.2026 – 28.08.2026

Frankfurt am Main

22.09.2025 – 23.09.2025
05.03.2026 – 06.03.2026
21.09.2026 – 22.09.2026

Stuttgart

30.06.2025 – 01.07.2025
08.12.2025 – 09.12.2025
29.06.2026 – 30.06.2026



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.

07.12.2026 – 08.12.2026

Munich

09.10.2025 – 10.10.2025

12.01.2026 – 13.01.2026

08.10.2026 – 09.10.2026

Fee

1.200,00 € (ex. VAT)

1.428,00 € (inc. VAT)

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



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Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift