

# Performance Reviews: DO IT BETTER.

## A half – day skills seminar and networking opportunity.

Performance reviews are an essential part of a manager's role. However, many of us fear and even dread them.

This workshop will enable you to carry out performance reviews effectively and efficiently. Most importantly, it will enable you to motivate and drive performance upwards using a better review process.

The workshop will help you:

- appraise people fairly
- deliver difficult messages to resistant personalities
- encourage and motivate good performers
- unify your team to achieve a common goal
- facilitate change within the team

You will also learn how to:

- really listen to and hear the messages you are being given
- be a flash-point manager
- deal with stress – both yours and other people's
- recognise your own sub-conscious bias

The session is both extremely practical and eye-opening. You will develop skills and take away practical tips to put straight into practice.

## Who should attend?

HR, senior managers and anyone who would like to learn better appraisal skills.

**Date:** Thursday 1 December 2011

Registration and Coffee 9.30pm

Workshop 10 -1pm

**Venue:** 38 Devonshire Street, London, W1G 6QB

[www.seminarsthirtyeight.com](http://www.seminarsthirtyeight.com)

**RSVP:** [Jacky@jackylewis.com](mailto:Jacky@jackylewis.com)

by 23 November.

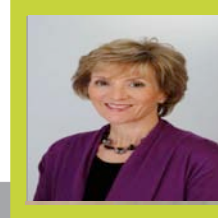
**COST:** £125 early bird discount £99 before November 15

Cheques payable to: Training Matters London

Sent to 17 Woodside Avenue, London, N6 4SP

BACS payments: Barclays Bank, A/C 80734098

Ref: Your Name; Sort Code: 20-29-37



### The Facilitators

#### Siobhan Elliott

Siobhan qualified as a solicitor in 1993. She worked for Linklaters and DLA before joining MCI WorldCom in 2000. There, she was legal director responsible for all employment related matters across Europe. Siobhan now works as a mediator and trainer, training in all aspects of employment law, diversity and management skills and mediation.

#### Jacky Lewis

Jacky is an existential psychotherapist, therapeutic supervisor, workplace and family mediator and Resolution Collaborative Law Family Consultant. Her field of special interest is how psychological ideas can inform legal and corporate best-practice. She is used as an expert mediator by The Official Solicitor and has a busy ADR practice. She is a visiting psychotherapy faculty lecturer. She has contributed chapters on Mediation and on Workplace Coaching to two books to be published by Palgrave MacMillan in Spring 2012.

Siobhan and Jacky enjoy working together as trainers and busy mediators. Delegates will benefit from the different perspectives their backgrounds bring.

**“THE TRAINERS WERE GREAT AND PROVIDED A GOOD MIX OF THE LEGAL, PSYCHOLOGICAL AND PRACTICAL”**