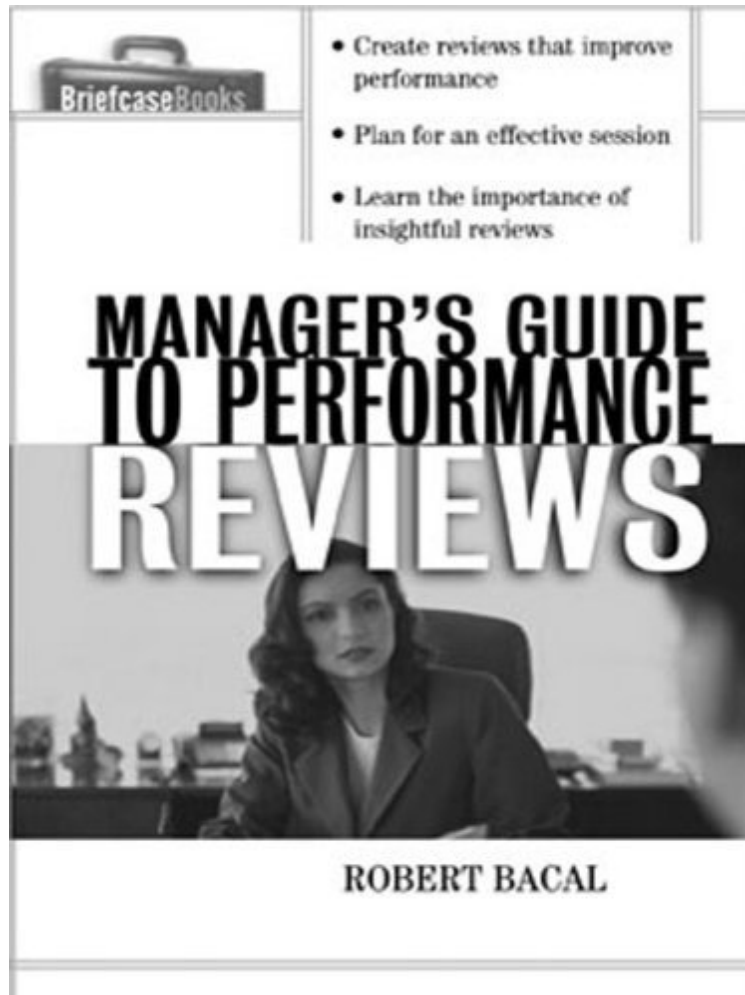


[Free pdf] The Manager's Guide to Performance Reviews (Briefcase Books Series)

The Manager's Guide to Performance Reviews (Briefcase Books Series)

Robert Bacal

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Robert Bacal : The Manager's Guide to Performance Reviews (Briefcase Books Series) before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Manager's Guide to Performance Reviews (Briefcase Books Series):

0 of 0 people found the following review helpful. Five Stars By Danielle Duty Perfect and shipped way sooner than expected

Translated into 16 languages! The reader-friendly, icon-rich Briefcase Books series is must reading for all managers at every level. All managers, whether brand new to their positions or well-established in the organizational hierarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to

help managers become more capable, efficient, effective, and valuable to their organizations. For both managers and employees, performance reviews are too often viewed as negative and disciplinary. The *Manager's Guide to Performance Reviews* helps managers instead make reviews both positive and proactive. It provides a step-by-step process for administering an effective performance review, one that will meet the organization's needs for employee appraisal while giving employees an honest sense of how they are performing and where they could improve. Also examined are various approaches to performance reviews, different forms and techniques, and more.

From the Back Cover *Techniques for Making Performance s Productive and Positive--for Both Employees and Managers* For both managers and employees, performance reviews are too often viewed as "necessary evils"--an obligatory but onerous activity that no one likes. But it doesn't have to be that way. *Manager's Guide to Performance s* details programs and procedures for using reviews and their results to improve employee morale, reduce managerial workload, and enhance individual and organizational performance. Let this latest addition to McGraw-Hill's popular, hands-on *Briefcase Books* series introduce you to a step-by-step process that will allow you to: Document performance fairly and objectively Accurately diagnose and point out performance issues Tailor reviews to help employees improve their performance *Manager's Guide to Performance s* deconstructs and examines the entire review process. It outlines processes and procedures you can use to meet your organization's need for accurate employee appraisal as you provide your employees with an honest portrait of how they're performing, sincere kudos where they are deserved, and proactive suggestions on where their on-the-job performance could improve. *Briefcase Books* are written specifically for today's busy manager. Each book features eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: [Key Terms icon] Clear definitions of key performance review terms and jargon [Smart Managing icon] Ideas for intelligently managing the review process [Tricks of the Trade icon] How-to hints and tips for getting the most from each review [Mistake proofing icon] Advice for limiting costly performance review blunders [Caution icon] Warning signs of pending review problems or even disasters [For Example icon] Examples of this book's performance review principles in action [Tools icon] Boxes where you'll find specific performance review procedures About the Author Robert Bacal heads Bacal Associates, a training and consulting firm, and the Institute for Cooperative Communication, a virtual company that researches and develops instructional materials to teach people how to communicate more effectively.