

# TRAINING FOR PERFORMANCE REVIEW

- Empower Managers with Strategic Review Skills



# ABOUT US

**Welcome to Pertecnica, your gateway to skill elevation! We specialize in providing targeted training for employees, equipping them with the tools to excel in their roles. Our expert-led programs ensure a seamless blend of theory and practical application, fostering continuous growth. At Pertecnica, we don't just train; we empower professionals for success in today's fast-paced work landscape.**



+91 7842430123

[contact@pertecnica.in](mailto:contact@pertecnica.in)



7th Floor, Dega Towers,  
Rajbhavan Road, Hyderabad



[www.pertecnica.net](http://www.pertecnica.net)

# SPECIALIZED TRAINING PROGRAMS

## - for Performance review

Pertecnica Engineering stands at the forefront of India's employee training landscape, excelling in facilitating comprehensive performance review strategies for companies seeking optimal productivity. Our approach fosters a culture of continuous improvement, aligning individual goals with organizational objectives to drive sustained growth and excellence. At Pertecnica Engineering, we redefine performance reviews as a catalyst for progression, ensuring that companies harness the full potential of their workforce for unparalleled success.

### Employee Trainings for Performance review

Performance Management Fundamentals	Setting Clear Objectives	Effective Communication
<p>This foundational training provides an overview of performance management principles, the importance of regular reviews, and the benefits of constructive feedback.</p>	<p>Training focuses on setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) performance objectives and aligning them with organizational goals.</p>	<p>Employees learn communication skills, active listening, and techniques for providing feedback in a clear, respectful, and constructive manner.</p>

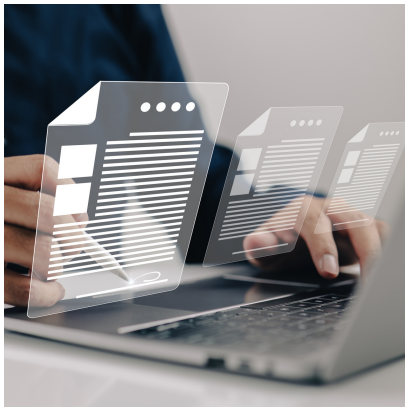


**Performance Appraisal Techniques:**

Training covers various performance appraisal methods, such as self-assessments, peer reviews & manager evaluations, along with their pros-cons.

**Goal Alignment:**

Employees and managers learn how to align individual performance goals with team and organizational objectives for improved productivity and collaboration.



**Documentation and Record Keeping:**

Training includes guidance on documenting performance-related discussions, achievements, and areas for improvement, ensuring consistency and fairness.

**Handling Difficult Conversations:**

Employees receive training on addressing performance issues and providing constructive criticism while maintaining a positive working relationship.



**Feedback and Recognition:**

Training emphasizes the importance of regular feedback, both positive and constructive, and teaches managers to recognize & reward.

**Bias and Fairness:**

Training addresses unconscious bias in performance assessments and provides strategies to minimize bias in evaluations.



**Legal and Ethical Considerations:**

Managers learn about employment laws and regulations related to performance reviews, ensuring compliance and fairness.

**Performance Improvement Plans (PIPs):**

Employees and managers learn how to develop and implement PIPs for employees who need additional support to meet performance expectations.



**Peer Feedback and 360-Degree Reviews:**

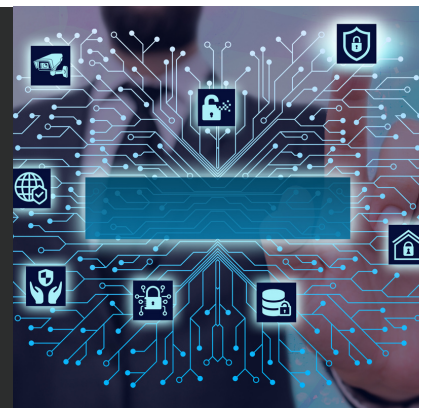
Training covers the benefits and challenges of 360-degree feedback and peer reviews, emphasizing their role in holistic performance assessments.

**Data and Metrics:**

Employees learn how to use performance data and metrics effectively to evaluate performance and identify areas for improvement.

**Performance Review Software Tools:**

Training may include familiarization with performance management software and tools used for tracking, documenting, and analyzing performance data.



**Customized Training:**

Many organizations opt for customized performance review training programs tailored to their specific performance management processes and culture.



## Why Choose Pertecnica Engineering?

- **Expertise & Relevant Experience:** We have in-depth expertise in the specific subject matter and relevant industry experience. This ensures that the training is not only theoretically sound but also practically applicable to real-world scenarios in the company's specific field.
- **Customization and Relevance of Content:** Our tailored programs that align with the company's objectives, culture, and the specific skill gaps of the employees are highly valued.
- **Measurable Outcomes and ROI:** Our training will lead to tangible improvements in employee performance and productivity, thereby offering a strong return on investment (ROI).
- **Flexibility & Innovative Delivery Methods:** Flexibility in terms of scheduling, format (in-person, online, hybrid), and adaptability to different learning styles. We offer innovative and engaging training methods that keep employees motivated and facilitate effective learning.

