

Performance Appraisal Phrase Book: The Best Words, Phrases, And Techniques For Performance Reviews

You'll never struggle with performance appraisals again! Do you dread writing employee performance evaluations? Do you struggle for hours to find just the right words of praise, avoid repetition, and tread the fine line between "constructive" and "criticism"? Performance Appraisal Phrase Book makes it easy for you. Featuring concise sections on how to write the evaluation, handle tricky legal issues, and verbally discuss the evaluation, this book also includes a directory of thousands of words and phrases appropriate for any type of written evaluation. You'll be able to find just the right way to assess: Accuracy and attention to detail Quality of work Work habits Teamwork and interpersonal skills Timeliness of work Work attitude With Performance Appraisal Phrase Book at your desk, you'll get through reviews in a snap--and have plenty of time left to accomplish all your other managerial duties.

What links the Mercedes Formula One team with Google? What links Dave Braisford's Team Sky and the aviation industry? What is the connection between the inventor James Dyson and the footballer David Beckham? They are all Black Box Thinkers. Whether developing a new product, honing a core skill or just trying to get a critical decision right, Black Box Thinkers aren't afraid to face up to mistakes. In fact, they see failure as the very best way to learn. Rather than denying their mistakes, blaming others or attempting to spin their way out of trouble, these institutions and individuals interrogate errors as part of their future strategy for success. How many of us, hand on heart, can say that we have such a healthy relationship with failure? Learning from failure has the status of a cliché, but this book reveals the astonishing story behind the most powerful method of learning known to mankind, and reveals the arsenal of techniques wielded by some of the world's most innovative organizations. Their lessons can be applied across every field - from sport to education, from business to health. Using gripping case studies, exclusive interviews and really practical takeaways, Matthew Syed - the award-winning journalist and best-selling author of Bounce - explains how to turn failure into success, and shows us how we can all become better Black Box Thinkers. The Essential Performance Review Handbook will help you understand why performance reviews serve as an important business tool; motivate personnel and increase productivity; help achieve your company goals; improve manager-employee communication; and reduce your risk of legal liability.

No matter what type of business or even nonprofit organization you are managing, a written performance appraisal is good management. Employee reviews can serve as a platform for employees to bring forth questions and concerns. This can help increase employee dedication, creativity, and job satisfaction. Reviews allow you to evaluate employees for increased responsibilities and future promotions. You will have written records of your employees performance, get more productivity, and clearly set compensation. Employee appraisals are critical to your organization, but are time-consuming to write. This new book and companion CD-ROM is your solution. You will produce professional-quality performance reviews in minutes. The book provides over 199 pre-written employee phrases you can insert into a blank employee appraisal form. The evaluations are professional, constructive, and direct. See the accompanying CD-ROM for 25 different categories to evaluate your employee in. Each category includes at least 8 different phrases you can choose from to describe your employees performance in that category. Pick and choose which categories you would like to include in your employees performance appraisal and how you want to describe your employees performance in that category and then just insert them all into the prepared appraisal form. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

A Quick and Handy Resource for Any Manager Or HR Professional

Legal & Practical Rules for Managers

3,000+ Powerful Phrases That Put You In Command

3000 Power Words and Phrases for Effective Performance Reviews

The Boy on the Shed:A remarkable sporting memoir with a foreword by Alan Shearer

Ready-to-Use Words and Phrases That Really Get Results

The Performance

"Confined to their cubicles in a company run by idiot bosses, Dilbert and his white-collar colleagues make the dronelike world of Kafka seem congenial."Parasitic consultants, weaselly stockbrokers, masochistic coworkers and the ever-present, evil-plotting pointy-haired boss? Welcome to the seventh circle of hell, er, the 22nd collection of Scott Adams' stupendously popular comic strip, Dilbert! Words You Don't Want to Hear During Your Annual Performance Review updates loyal readers on the mind-numbing careers of Dilbert, Wally, Alice, the PHB himself, and an ever-expanding cast of walk-on "guest stars." In this installment, a cash-sucking "consultick" burrows under the boss's skin, a not-so-grim reaper pops anti-depressants, and a lab accident turns Dilbert into a sheep-a transformation which goes barely noticed by his beleaguered coworkers. All the while, Adams takes his patented over-the-top but right-on-the-money jabs at the inanity of the corporate world. Dilbert's fans are legion and loyal. They have purchased seven million cartoon collection books and counting. The Dilbert comic strip appears in 2,000 newspapers and in 65 countries in 19 languages.

'Quietly transformational' The Times 'A tour de force... I can't recommend this too highly' Patrick Gale 'Innovative... an original, at-a-sitting read' Daily Mail 'A potent meditation on the intensity of women's lives' Charlotte Wood, author of The Weekend 'A miracle... Engaging and evocative' Washington Post 'I loved and admired The Performance... Unmissable' Emma Stonex, author of The Lamplighters 'Lively and intimate... The way Thomas plays with the reader is a sort of genius' Guardian 'Thomas writes these women with such wisdom and compassion, that by the end we are all transformed' Claire Fuller, author of Unsettled Ground The false cold of the theatre makes it hard to imagine the heavy wind outside in the real world, the ash air pressing onto the city from the nearby hills where bushfires are taking hold. The house lights lower. The auditorium feels hopeful in the darkness. As bushfires rage outside the city, three women watch a performance of a Beckett play. Margot is a successful professor, preoccupied by her fraught relationship with her ailing husband. Ivy is a philanthropist with a troubled past, distracted by the snoring man beside her. Summer is a young theatre usher, anxious about the safety of her girlfriend in the fire zone. As the performance unfolds, so does each woman's story. By the time the curtain falls, they will all have a new understanding of the world beyond the stage.

This book, "Performance-Focused Smile Sheets," completely reimagines the smile sheet as an essential tool to drive performance improvement. Traditional smile sheets (i.e., learner response forms, student reaction forms) don't work! Decades of practice shows them to have negligible benefits. Scientific studies prove that traditional smile sheets are not correlated with learning results! Yet still we rely on smile sheets to make critical decisions about our learning interventions. In this book, Dr. Will Thalheimer carefully builds the case for a new methodology in smile-sheet design. Based on the learning research, "Performance-Focused Smile Sheets" shows how to write better questions, more focused on performance. The book also shows how to deploy smile sheets to our learners to get valid feedback--feedback that can be used to help us as trainers, instructional designers, teachers, professors, eLearning developers, and chief learning officers build virtuous cycles of continuous improvement.

*'I'm a HUGE fan of Alison Green's "Ask a Manager" column. This book is even better' Robert Sutton, author of The No Asshole Rule and The Asshole Survival Guide 'Ask A Manager is the book I wish I'd had in my desk drawer when I was starting out (or even, let's be honest, fifteen years in)' - Sarah Knight, New York Times bestselling author of The Life-Changing Magic of Not Giving a F*ck A witty, practical guide to navigating 200 difficult professional conversations Ten years as a workplace advice columnist has taught Alison Green that people avoid awkward conversations in the office because they don't know what to say. Thankfully, Alison does. In this incredibly helpful book, she takes on the tough discussions you may need to have during your career. You'll learn what to say when: · colleagues push their work on you · then take credit for it · you accidentally trash-talk someone in an email and hit 'reply all' · you're being micromanaged · or not being managed at all · your boss seems unhappy with your work · you got too drunk at the Christmas party With sharp, sage advice and candid letters from real-life readers, Ask a Manager will help you successfully navigate the stormy seas of office life.*

Rethink, Redesign, Reboot

Performance Review Strategies for Underperforming Employees

Performance Management Systems

Performance Appraisals and Phrases For Dummies

A Radical Rethinking of a Dangerous Art Form

The Performance Appraisal Handbook

Abolishing Performance Appraisals

The performance review. It is one of the most insidious, most damaging, and yet most ubiquitous of corporate activities. We all hate it. And yet nobody does anything about it. Until now... Straight-talking Sam Culbert, management guru and UCLA professor, minces no words as he puts managers on notice that -- with the performance review as their weapon of choice -- they have built a corporate culture based on intimidation and fear. Teaming up with Wall Street Journal Senior Editor Lawrence Rout, he shows us why performance reviews are bogus and how they undermine both creativity and productivity. And he puts a good deal of the blame squarely on human resources professionals, who perpetuate the very practice that they should be trying to eliminate. But Culbert does more than merely tear down. He also offers a substitute -- the performance preview -- that will actually accomplish the tasks that performance reviews were supposed to, but never will: holding people accountable for their actions and their results, and giving managers and their employees the kind of feedback they need for improving their skills and to give the company more of what it needs. With passion, humor, and a rare insight into what motivates all of us to do our best, Culbert offers all of us a chance to be better managers, better employees and, indeed, better people. Culbert has long said his goal is to make the world of work fit for human consumption. "Get Rid of the Performance Review!" shows us how to do just that.

The baby owls came out of their house, and they sat on the tree and waited. A big branch for Sarah, a small branch for Percy, and an old piece of ivy for Bill. When three baby owls awake one night to find their mother gone, they can't help but wonder where she is. Stunning illustrations from unique and striking perspectives capture the owls as they worry about their mother: What is she doing? When will she be back? What scary things move all around them? Not surprisingly, a joyous flapping and dancing and bouncing greets her return, lending a celebratory tone to the ending of this comforting tale.

Never has the plight of young ones who miss their mother been so simply told or so beautifully rendered.

Hands-on help for quicklyand persuasivelywriting company-mandated performance appraisals Writing performance appraisals is one of the most difficult and time-consuming tasks managers face. Perfect Phrases for Performance Reviews simplifies the job, providing a comprehensive collection of phrases that managers can use to describe employee performance, provide directions for improvement, and more. For example: "Sets priorities well" "Misses important deadlines" "Thorough, reliable, and accurate" All managers and HR professionals will value the book for its: Hundreds of ready-to-use phrases, organized by job skill and performance level Tips for documenting performance issues and conducting face-to-face reviews Easily adapted performance review templates covering five performance levels With the wide-ranging assortment of descriptions available in this book, managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with.

A Comprehensive book from Dr R. K. Sahu, renowned HR consultant & passionate corporate Trainer with inputs out of his vast experience of working for over 360 companies like A.C.C. BALCO, Delphi, Electrolux, EID Parry, Eicher Motors, GRASIM, Hindustan Lever, Hindustan Zinc, Hero Honda, Indian Oil Corp., KRIBHCO, Kanoria Chemicals, MICO, Mitsubishi, NTPC, NALCO, Pepsi, Parle Products, Ployplex Corporation, PPAP, Ranbaxy, Sonata Koyo, Tata Motors, whirlpool etc. to name a few.A complete guide for HR Professionals & Consultants, Professors of Human Resource Development & Management Students, Entrepreneurs, Trainers and all individuals who want to understand the concept of Performance Management System & Implement it in the organisation.A practical treatise covering all the facets of Performance Management System including:1 Performance Planning1 Performance Monitoring & Coaching1 Performance Measurement & Feedback1 Performance Linked Reward & Development Plan1 Common Understanding of organisation's priorities, goals and shareholder value drivers1 Clear Expectations for individual and group Contribution towards shareholder value creation1 Capability built through feedback, coaching and Counselling1 Commitment towards Corporate's shareholder value creation based on meaningful work and rewards

Writing Performance Reviews

The Surprising Truth About Success

Phrases and Strategies for Painless and Productive PerformanceReviews

Performance Management System

Ready-to-Use Language for Successful Employee Evaluations

199 Pre-written Employee Performance Appraisals

High Performance

Performance management is the process by which organizations set goals, determine standards, assign and evaluate work, and distribute rewards. But when you operate across different countries and continents, performance management strategies cannot be one dimensional. HR managers need systems that can be applied to a range of cultural values. This important and timely text offers a truly global perspective on performance management practices. Split into two parts, it illustrates the key themes of rater motivation, rater-ratee relationships and merit pay, and outlines a model for a global appraisal process. This model is then screened through a range of countries, including Germany, Japan, USA, Turkey, China, India and Mexico. Using case studies and discussion questions, and written by local experts, this text outlines the tools needed to understand and 'measure' performance in a range of socio-economic and cultural contexts. It is essential reading for students and practitioners alike working in human resources, international business and international management.

Whether it's interviewing for a job, evaluating employee performance, setting goals for the future, or keeping customers happy, the Perfect Phrases series has the tools for precise, effective business communication. Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand, this invaluable series provides: Ways to enhance customer service in any business Dialogues and scripts to practice interactions with customers or employees--tailorable to any industry or company culture The best answers to a wide range of interview questions Tips for documenting performance issues and conducting face-to-face reviews This quick-reference tool is perfect for managers who need to find effective ways to document performance problems and then be able to offer practical, helpful feedback to those individuals.

End every manager's nightmare: conducting performance appraisals.

A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of How to Write It. Performance reviews are one of the best tools managers have to shape company talent and culture, develop strong channels of communication with employees, and create systemic change. However, the stress and struggle to find just the right words is often what managers and HR professionals dislike most about conducting employee evaluations. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties—and the company. Lamb teaches managers how to design scoring systems for employees that track progress with hard data, how to best prepare for and conduct both in-person and written reviews, and the key words to use. Covering hard and soft skills, 3000 Power Words and Phrases for Effective Performance Reviews includes lists of powerful phrases and words that clearly describe performance—both positive and negative—including sections targeted to specific industries and jobs. This guide empowers managers at all levels to master the art of performance reviews that achieve results.

Lessons from the Best on Becoming Your Best

Performance Appraisal for Sport and Recreation Managers

How to Perform Employee Evaluations the Fortune 500 Way

Ready-to-use Performance Appraisals Covering All Employee Functions

How to Navigate Clueless Colleagues, Lunch-Stealing Bosses and Other Tricky Situations at Work

The Feedback Book

Performance Appraisals That Work

This trusted reference puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips – perfect for review time, creating development plans, and monitoring performance year-round. Whether you're an HR professional or a manager, chances are there's one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun as a trip to the dentist. However, this book puts the correct words within your hands with phrases that managers, supervisors, and HR professionals can use to properly evaluate performance. In 2600 Phrases for Effective Performance Reviews, renowned career expert Paul Falcone covers the 25 most commonly rated performance factors including: productivity, time management, teamwork, decision making, and more! Falcone also shares job-specific parameters that apply in sales, customer service, finance, and many other areas. 2600 Phrases for Effective Performance Reviews is useful not just for review time but will also be instrumental in creating job descriptions and development plans as well as monitoring performance, progress, and problems year-round.

Set the bar for outstanding performance A follow-up to the top-selling Perfect Phrases for Performance Reviews, this book provides managers with phrases and goals that describe expected future performance from their direct reports. A timesaving job aid for any performance review or plan, the book: Makes it easy for managers to set high performance goals for executives, management, or non-managers employees Includes many categories of goals, from revenue and productivity goals to quality and personal development goals • Facilitates the goal-setting process across the organization Includes a guide to writing a performance plan for any employee Featuring hundreds of ready-to-use performance goals, this practical job aid makes it simple for managers to set the bar for outstanding future results.

This manual is specifically designed to help sport management personnel use "Management by Objective" principles to conduct performance appraisals and set goals. Using case studies, the author explains procedures for developing job assessments, descriptions and evaluation criteria.

Rethink, Redesign, Reboot. Most people associate performance management with the annual review, which is universally dreaded by employees, management, and HR professionals alike. It's a cookie-cutter, fear-based, top-down approach that emphasizes negatives over positives and stifles healthy career conversations. It's never been shown to motivate anyone to do anything but try to avoid it, but nobody feels like they have any alternative. Tamra Chandler has one—and it works. Actually, Chandler doesn't offer a single alternative—she offers an infinite number of them. Each organization that uses her Performance Management Reboot is able to develop its own unique version since it doesn't make a lot of sense for organizations with different cultures, in different industries and sectors, to do things exactly the same way. Grounded in the latest scientific findings about motivation, it's a transparent, employee-driven process that values collaboration over competition and rewards people for acquiring new skills and increasing their contribution instead of hitting arbitrary benchmarks. Chandler lays out the general principles and then walks you through each step in creating a performance management process that employees will actually embrace rather than avoid and that will help you meet the three objectives of great performance management: developing your people, rewarding them equitably, and driving your organization's performance. It's the first comprehensive, step-by-step guide to creating a performance management solution that's tailored to your organization's needs and goals and that places the emphasis squarely on your greatest asset: your people.

Performance Management

A Dilbert Book

Effective Phrases for Performance Appraisals

Features 150 Samples for Every Situation

Get Rid of the Performance Review!

A Global Perspective

The Leader Phrase Book

The authors separate the five discrete functions of appraisal: coaching, feedback, compensation, employee development, and legal documentation and clarify the objectives of each. They examine the atrocious track record of appraisals.

The tools you need to enrich the performance-appraisal experience as you streamline the process Whether you're a manger looking to implement employee appraisals for the first time, concerned with improving the quality and effectiveness of the appraisal process, or simply trying to save time and mental anguish Performance Appraisals & Phrases For Dummies provides the tools you need to save time and energy while presenting fair and accurate evaluations that foster employee growth. This convenient, portable package includes a full-length appraisal phrasebook featuring over 3,200 spot-on phrases and plenty of quick-hitting expert tips on making the most out of the process. You'll also receive online access to writable, customizable sample evaluation forms other timesaving resources. Includes more than 3,200 phrases for clear, and helpful evaluations Helps make evaluations faster, more effective, and far less stressful Offers far more advice and coaching than other performance appraisal books Serves as an ideal guide for managers new to the appraisal process With expert advice from Ken Lloyd, a nationally recognized consultant and author, Performance

Appraisals and Phrases For Dummies makes the entire process easier, faster, and more productive for you and your employees.

The **Performance Appraisal Handbook** is a must-read for every manager, whether they're writing a performance review for the first time or the hundredth. It's packed with the information and tools you need to make their company's appraisal process work better for everyone. Readers will know: • How to write and conduct effective appraisals • How to prevent potential lawsuits stemming from an appraisal • Essential employment law basics. The 2nd edition is completely updated with latest laws and provides sample forms and policies. Also, there is now going to be a CD-ROM which will include the forms, checklists and quizzes from the book.

The **Leader Phrase Book** contains more than 3,000 dynamic phrases that will enable you to prevail in virtually all of life's important situations. You will be in command of your words and always stay ahead of the game. With this passport to success, you will begin a new journey on which you are among the charismatic, the untouchable...the elite. This easy-to-use reference book will give you a new image you can take pride in helping you to quickly reach your full leadership potential. You will have all the weapons to effectively succeed whenever vibrant, forceful language is required. It works like magic! The **Leader Phrase Book** will teach you how to: Speak like a leader Master all conversations Attain a charismatic presence Gain the respect of others Achieve a lightning-fast rhetoric Find the right phrases instantly Argue effectively Be the envy of all you meet The **Leader Phrase Book** is the culmination of ten years of Patrick's personal research on how leaders communicate. It is the summation of his efforts to share one of the most invaluable skills in life: "how to put yourself in command."

The Essential Performance Review Handbook

The Complete Book of Perfect Phrases Book for Effective Managers

2600 Phrases for Effective Performance Reviews

Shortlisted for the William Hill Sports Book of the Year Award

The Complete Guide to Successful Employee Evaluations and Documentation : with Companion CD-ROM

How Performance Management Is Killing Performance—and What to Do About It

A Write It Well Guide

A spiral-bound guide to employee reviews presents lists of adjectives and phrases describing a worker's accuracy, development, goals and objectives, interpersonal skills, judgment, problem solving, supervisory skills, time management, and writing ability.

This book offers managers the strategies they need to document, write, and deliver a less-than-satisfactory performance evaluation. Readers will learn to handle various problems and situations that can arise with an underperforming employee and what it takes to turn around an employee in trouble.

Managers working in today's organizations often focus more on results than on the people who achieve those results. But regularly evaluating the performance of your employees is critical to improving the efficiency and output of your organization. Performance reviews have changed significantly in the past few years. Companies today are looking for the key characteristics, known as competencies, that help the most successful people in their field to be so successful. Managers and employees need to focus on those competencies, especially during performance review discussions. **Competency-Based Performance Reviews** offers you a new and more effective way to handle performance reviews and to coach your employees to emphasize the knowledge, skills, and abilities that they have and the organization needs. Most sophisticated U.S. and international employers are using competency-based systems to select, interview, and evaluate the performance of employees. Fortune 500 corporations such as American Express, Anheuser Busch, Coca-Cola, Disney, Federal Express, IBM, Johnson & Johnson, and Pfizer are all looking for specific competencies. This book will give you the guidance you need to: -- Perform competency-based reviews on your employees. -- Help your team get the recognition they deserve in division meetings by providing the evidence to justify higher performance rankings. -- Develop your own competencies--and those of your employees. -- Coach employees to recognize competency-based accomplishments and advocate for themselves throughout the year. -- Write smarter, targeted competency-based accomplishment statements to use on performance review forms. By putting these competency-based performance reviews into practice, managers can strengthen their organizations, their careers, as well as the careers of their employees. **Competency-Based Performance Reviews** includes sample phrases to use on reviews, as well as sample accomplishment statements to guide employees to improving and writing their own.

"Maintaining performance today is no longer simply about having an annual appraisal and telling employees 'you must try harder.'" Research demonstrates that regular discussions about performance and providing feedback to the people you manage is a more effective way to motivate them and keep them on track. Distilled into this single, handy-sized volume are 50 tips, advice and techniques to help any manager become quickly skilled at regularly discussing performance, setting goals and objectives and providing the necessary feedback to ensure individuals and teams thrive in the company. Structured into five key parts, each of the 50 concise chapters also contains a practical exercise to help the reader understand and implement the concepts and ideas of this book." LID Publishing's popular Concise Advice Lab notebooks are designed to be quick and comprehensive brainstorming tools and skill-building resources for busy professionals. The small trim size makes it easy to take along in a briefcase or purse. Interior pages are matte finish, so ink won't smear, and there's plenty of space to jot notes. A ribbon makes it easy to mark your place, and the elastic outer band keeps the notebook closed.

Performance Management in Action

Competency-based Performance Reviews

Perfect Phrases for Performance Reviews

Simple, Effective, Done Right

Performance-focused Smile Sheets

Manager's Portfolio of Model Performance Evaluations

Ask a Manager

The **Manager's Phrase Book** is a collection of thousands of ready-to-use phrases that will enable you to move into the ranks of today's most competent managers. You will have control of any situation at a moment's notice, regardless of your position in the corporate world. You will have all the weapons you need to succeed where vibrant, meaningful, appropriate, and, perhaps above all, precise language is required. With this passport to success, you will begin a new game in which you are among the charismatic, the untouchable—the elite. The **Manager's Phrase Book** is an amazingly fast paced, easy-to-use reference book that will help you to: Use the correct words at all times Conquer conflict Take on challenges and challengers Build bridges between people Address sticky situations Further your own career And so much more The **Manager's Phrase Book** makes it easy for you to break out of the mundane world of management and to take on all comers. It is the latest compilation of Patrick Alain's research on how managers really communicate in today's world.

Do you supervise people? If so, this book is for you. One of a manager's toughest—and most important—responsibilities is to evaluate an employee's performance, providing honest feedback and clarifying what they've done well and where they need to improve. In **How to Be Good at Performance Appraisals**, Dick Grote provides a concise, hands-on guide to succeeding at every step of the performance appraisal process—no matter what performance management system your organization uses. Through step-by-step instructions, examples, do-and-don't bullet lists, sample dialogues, and suggested scripts, he shows you how to handle every appraisal activity from setting goals and defining job responsibilities to evaluating performance quality and discussing the performance evaluation face-to-face. Based on decades of experience guiding managers through their biggest challenges, Grote helps answer the questions he hears most often: • How do I set goals effectively? How many goals should someone set? • How do I evaluate a person's behaviors? Which counts more, behaviors or results? • How do I determine the right performance appraisal rating? How do I explain my rating to a skeptical employee? • How do I tell someone she's not meeting my expectations? How do I deliver bad news? Grote also explains how to tackle other thorny performance management tasks, including determining compensation and terminating poor performers. In accessible and useful language, **How to Be Good at Performance Appraisals** will help you handle performance appraisals confidently and successfully, no matter the size or culture of your organization. It's the one book you need to excel at this daunting yet critical task.

Written by two top business trainers, this guide reveals the strategies and language skills needed to make the most of performance appraisals - for both the reviewers and the reviewed. It breaks the process into five simple steps and explains what to say with hundreds of winning phrases organized by topic (and hundreds of counterproductive phrases too). Also included is advice on preparing an agenda, body language, and tone of voice - plus true success and horror stories.

'If you want to stop making excuses and take responsibility for your life, I recommend you read this book.' ANT MIDDLETON How do Olympic medal-winning athletes turbo-charge their motivation? How do multi-millionaire founders develop the habits of champions? And how do Premier League football coaches lead their teams to victory? High Performance reveals the methods the world's most remarkable athletes, coaches and entrepreneurs use to excel. From taking responsibility for your situation to finding your 'trademark behaviours', thinking flexibly to crafting a high performance culture, Jake Humphrey and Professor Damian Hughes identify the eight crucial steps to becoming the best 'you' possible. Along the way, they draw on cutting-edge research to explain why these methods work - and how we can all use them. Anyone can learn the secrets of high performance. Drawing on conversations with... Dina Asher-Smith | Steven Bartlett | Tom Daley | Steven Gerrard | Evelyn Glennie | Kelly Holmes | Chris Hoy | Eddie Jones | Siya Kolisi | Frank Lampard | Jo Malone | Matthew McConaughey | Ant Middleton | Tracey Neville | Robin Van Persie | Mauricio Pochettino | Gareth Southgate | Holly Tucker | Jonny Wilkinson | Clive Woodward | Toto Wolff and many more... 'High Performance will help you recognise your inner strength and celebrate your achievements. It's inspiring, exciting and massively motivating.' FEARNE COTTON 'Captures so many different lessons from so many remarkable people.' ADAM PEATY 'Jake Humphrey has interviewed some of the most iconic individuals around. He has a wealth of wisdom to share.' VEX KING, author of Good Vibes, Good Life From the creators of the chart-topping High Performance podcast

Building a Civilized Workplace and Surviving One That Isn't

Managing Performance

The Manager's Phrase Book

Why They Backfire and What to Do Instead

How Companies Can Stop Intimidating, Start Managing--and Focus on What Really Matters

A Guide to Successful Evaluations

Black Box Thinking

The definitive guide to working with -- and surviving -- bullies, creeps, jerks, tyrants, tormentors, despots, backstabbers, egomaniacs, and all the other assholes who do their best to destroy you at work. "What an asshole!" How many times have you said that about someone at work? You're not alone! In this groundbreaking book, Stanford University professor Robert I. Sutton builds on his acclaimed Harvard Business Review article to show you the best ways to deal with assholes...and why they can be so destructive to your company. Practical, compassionate, and in places downright funny, this guide offers: Strategies on how to pinpoint and eliminate negative influences for good Illuminating case histories from major organizations A self-diagnostic test and a program to identify and keep your own "inner jerk" from coming out The No Asshole Rule is a New York Times, Wall Street Journal, USA Today and Business Week bestseller.

It's review time again, and yet you can't find the time or the energy to write those appraisals. You draw a blank when faced with those intimidating HR forms. You struggle to document productivity and behavioral issues. You wish there were an easier way. With Performance Appraisals That Work, you'll never fight to find the right words for evaluations again. Chock full of more than 150 sample performance appraisals for all job types, this comprehensive reference guide gives you everything you need to write appropriate evaluations with ease and accuracy - from documenting and rewarding stellar performance to laying the groundwork for disciplinary action. Writing employee performance reviews need never stress you out again. With Performance Appraisals That Work, you'll improve the quality of your evaluations, save time and increase your productivity, and stop dreading review time for good.

The average manager doesn't have time to take classes or read lengthy volumes on managing techniques. Instead, you need to know right now what to say to coach and motivate your employees. With hundreds of ready-to-use phrases you can use in a wide variety of situations, The Complete Book of Perfect Phrases for Managers is the ultimate reference for motivating, managing, and growing employees.

Shortlisted for the William Hill Sports Book of the Year Award The Sunday Times Sports Book of the Year The Times Sports Book of the Year Telegraph Football Book of the Year Ferris's wonderful memoir represents a twin triumph. He has endured every kind of setback in life but has invariably reinvented himself; and his writing is a pure pleasure.' The Sunday Times 'Enough depth and humanity to make your average football autobiography look like a Ladybird book.' Telegraph 'A masterpiece of the genre' Brian McNally 'Football memoirs rarely produce great literature but Ferris's The Boy on the Shed is a glistening exception.' Guardian 'Fascinating and stylishly told.' David Walsh, The Sunday Times The Boy on the Shed is a story of love and fate. At 16, Paul Ferris becomes Newcastle United's youngest-ever first-teamer. Like many a tricky winger from Northern Ireland, he is hailed as 'the new George Best'. As a player and later a physio and member of the Magpies' managerial team, Paul's career acquaints him not only with Kevin Keegan, Kenny Dalglish and Bobby Robson, Ruud Gullit, Paul Gascoigne and Alan Shearer but also with injury, insecurity and disappointment. Yet this autobiography is more than a tale of the vagaries of sporting fortune. It begins during 'The Troubles' in a working-class Catholic family in the Protestant town of Lisburn, near Belfast. After a childhood scarred by his mother's illness and sectarian hatred, Paul meets the love of his life, his future wife Geraldine.

Talented and carefree on the pitch, shy and anxious off it, he earns a tilt at stardom. His first spell at Newcastle turns sour, as does his return as a physio, although obtaining a Masters degree shows him what he could achieve away from football. When Paul qualifies as a barrister, a career in Law beckons. Instead, a craving to prove himself in the game draws him back to St James' Park as part of Shearer's management triumvirate - with unfortunate consequences. Written with brutal candour, dark humour and consummate style, The Boy on the Shed is a riveting and moving account of a life less ordinary

Fails to Meet Expectations

The Performance Appraisal Question and Answer Book

3,000+ Powerful Phrases That Put You In Command In Any Situation

The No Asshole Rule

How To Say It Performance Reviews

Owl Babies

Perfect Phrases for Setting Performance Goals

Managing performance is a critical focus of HR activity. This title reveals what leading organisations are doing to manage their employees' performance and how they are delivering results.

It shows you how to improve the management of your employees' performance.

This user-friendly book is filled with guidelines to help you write performance objectives, reviews, appraisals, and other performance documentation. The book's tips and tools help you find language that's clear, descriptive, objective, and acceptable in today's workplace. Examples, questions, and activities will help you learn on your own, with your team, or with others in your organization.

For everyone who hates to write performance evaluations, this book will help managers keep superstars motivated, spur midlevel performers to superior work, and turn around problem employees. The CD-ROM enables managers to tailor evaluations to their own needs and requirements. Toropov also offers important advice on termination, nondiscriminatory appraisal practices and face-to-face communication techniques. Index.

A Survival Guide for Managers

Perfect Phrases for Documenting Employee Performance Problems

Performance Appraisal Phrase Book

Words You Don't Want to Hear During Your Annual Performance Review

The Best Words, Phrases, and Techniques for Performance Reviews

How to Be Good at Performance Appraisals

50 Ways to Motivate and Improve the Performance of Your People