Goskills

Courageous Questions to Help You Nail Your Performance Review

GoSkills online course syllabus

Skill level
Beginner

Lessons
16

Pre-requisites
No prior experience needed

Video duration
44m

Estimated study time
44m 52s

Instructor
Tolu Akande

Introduction

1 Demystifying performance reviews
Feeling prepared for a performance review can be tough!

What's the Point?

2 What are the organization's goals
It's important to understand that your organization has goals and responsibilities, too.

3 What are my team's goals
You aren't just part of an organization, you're also part of a team that supports them.

4 What are my leader's goals
Yes, even your boss has a performance review!

5 Supporting your business partners
Don't think just about your leader or immediate team members.

How to Win

6 What are my strengths
You'll be more successful when you're operating in your strengths.

7 Where are my growth opportunities
Everyone has areas of opportunity.

8 How will I find resources

We all need help, and it's important to maximize the people, places and tools around you.

Ongoing Reviews

9 Frequency of performance talks

How often do you talk to your leader about your performance?

10 Setting a performance conversation agenda

Being prepared and organized is key. After this lesson you'll be able to set up an effective agenda for ongoing performance conversations.

11 Gain momentum with "quick wins"

Creating and communicating quick action plans is key.

12 Asking for support

Getting support is a key part of great performance.

13 Celebrating wins

You need to be your greatest champion.

The Actual Performance Review

14 How will I show up

It's important to be prepared, positive and intentional during the performance review.

15 What did I learn

Take the time to ask, "What did I learn?".

Conclusion

16 Time to nail it

Thanks for watching this course!

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