

## Succeed in your assessment interviews



RH-69 2 Days (14 Hours)

### Description

This training will allow you to identify the challenges of evaluating your employees, to discover the key stages and to acquire the appropriate behaviors for a successful interview that brings meaning and motivation.

### Who is this training for ?

#### For whom

Team managers. Managers. Directors.

#### Prerequisites

None.

### Training objectives

- Identify the evaluation issues Discover the key stages of the assessment interview Acquire interpersonal skills Use the right behaviors according to the stages of the interview Use and build evaluation tools Conduct a professional interview

### Training program

#### Les enjeux de l'entretien d'évaluation

- The basic principles and objectives of the evaluation.
- The benefits for the manager, the employee, the department and the company's HR policy.
- Advance a team's performance through skills development and motivation.

#### Les étapes de l'entretien d'évaluation

- Develop an effective evaluation interview method: MENTOR.
- Know the phases of the interview: prepare, conduct, negotiate objectives and a Personalized Action Plan.
- Use preparation, measurement and monitoring tools.
- Use internal evaluation documents.
- Practical work From a given context, the participants prepare the structure of their evaluation interview.

### Présenter l'intérêt de l'évaluation

- Organize a meeting to present the evaluation issues.
- Make the benefits for those evaluated clear.
- Allow those evaluated to prepare.
- Practical work In subgroups, the participants prepare the positioning of the meeting.

### Conduire l'entretien d'évaluation

- Acquire interpersonal skills.
- Use the right behaviors according to the stages of the interview.
- Listening actively.
- Criticize constructively.
- Know how to recognize successes and efforts made.
- Understand, measure and act on autonomy.
- Act on main drivers of motivation.
- Develop a progress plan.
- Practical work Filmed role-plays of conducting interviews.
- Exercises on signs of recognition.

### Les outils de l'évaluation

- The guide to good questions.
- Preparing the assessee and self-assessment.
- The evaluation formalization grid.
- Practical work Construction of a self-assessment grid and role plays.

### Préparer l'entretien professionnel avec son collaborateur

- Difference between assessment and professional interview.
- Study the employee's professional development prospects.
- Know the main professional guidance systems and tools ( VAE, training passport, DIF/CPF, CIF).
- Practical work Collective reflection on the differences between the assessment and professional interview.