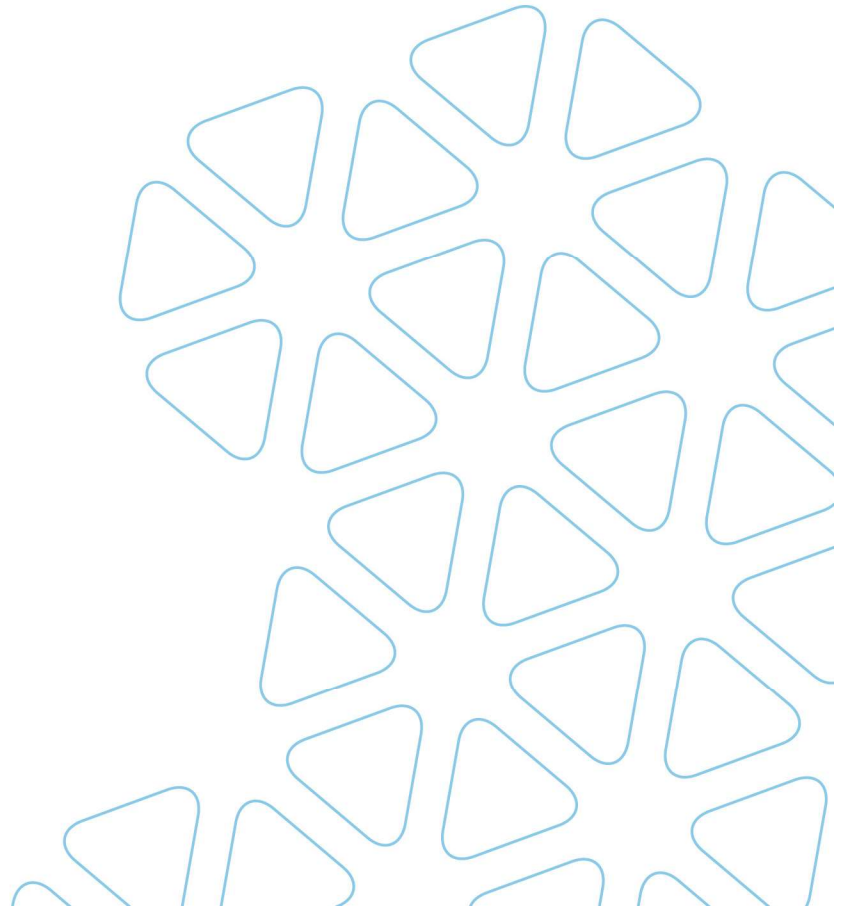
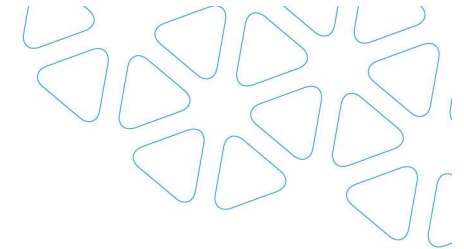




MICROLEARNING

High-Level Plan and List of Curated Resources





Learning Objective #1

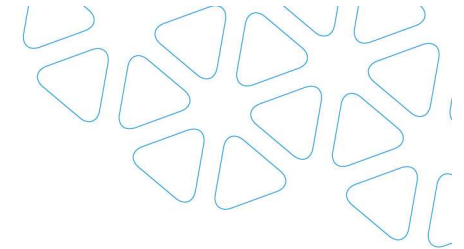
“Explain the benefit of an effective performance feedback process”

- A short video (under 5 minutes) on the benefits of an effective performance feedback process
- Additional Resources:
 - The Value of an Honest Performance Review
<<https://hbr.org/video/2745595547001/the-value-of-an-honest-performance-review>>

Learning Objective #2

“Give examples of how performance data collection informs business decisions”

- A short video (under 5 minutes) on how businesses use performance data to make business decisions.
- Additional Resources:
 - SHRM Article: <https://www.shrm.org/hr-today/news/hr-magazine/pages/1212-performance-appraisal-training.aspx>



Learning Objective #3

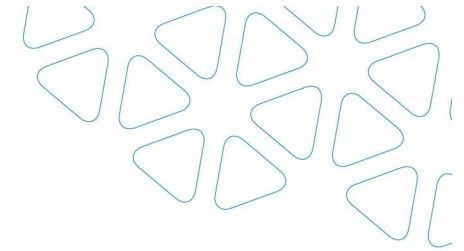
“Describe common performance feedback mistakes and how to avoid them”

- Create a short self-paced e-learning module on the do’s and don’ts of performance feedback
- Additional Resources:
 - Article: <https://www.amanet.org/articles/the-dos-and-don-ts-of-performance-reviews/>

Learning Objective #4

“Identify the top five tips for navigating performance review sessions”

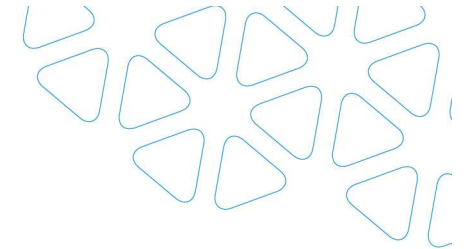
- Create an infographic with the top 5 tips (included in submission documents)



Complete List of Curated Resources

Videos

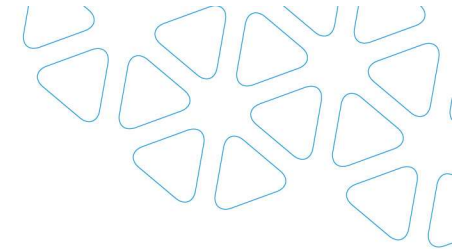
- The Value of an Honest Performance Review <<https://hbr.org/video/2745595547001/the-value-of-an-honest-performance-review>>
- Performance Review Foundations
< https://www.linkedin.com/learning/performance-review-foundations/welcome?autoplay=true&trk=course_preview&upsellOrderOrigin=trk_default_learning>
- Performance Management: Conducting Performance Reviews
< https://www.linkedin.com/learning/performance-management-conducting-performance-reviews/the-manager-s-role-in-conducting-performance-reviews?autoplay=true&trk=course_preview&upsellOrderOrigin=trk_default_learning>



Complete List of Curated Resources

Articles

- Delivering an Effective Performance Review <<https://hbr.org/2011/11/delivering-an-effective-perfor>>
- <https://www.shrm.org/hr-today/news/hr-magazine/pages/1212-performance-appraisal-training.aspx>
- <https://www.amanet.org/articles/the-dos-and-don-ts-of-performance-reviews/>
- <https://www.ziprecruiter.com/blog/the-managers-guide-to-end-of-year-performance-reviews/>
- <https://www.forbes.com/sites/ashiraprossack1/2018/10/28/how-to-have-difficult-conversations-at-work/#101ba61810b7>



Complete List of Curated Resources

Books/Audio Books/ Tool Kits

- Performance Appraisal Tool Kit: Redesigning Your Performance Review Template to Drive Individual and Organization Change < <https://store.shrm.org/The-Performance-Appraisal-Tool-Kit-Redesigning-Your-Performance-Review-Template-to-Drive-Individu>>
- **How to Be Good at Performance Appraisals: Simple, Effective, Done Right** < <https://hbr.org/product/how-to-be-good-at-performance-appraisals-simple-ef/an/10295-HBK-ENG>>
- **The Employee Performance Handbook: Smart Strategies For Coaching Employees** (<https://store.shrm.org/The-Employee-Performance-Handbook-Smart-Strategies-for-Coaching-Employees>)
- **Perfect Phrases for Performance Reviews 2/E (Perfect Phrases Series)** < <https://store.shrm.org/Perfect-Phrases-for-Performance-Reviews-2-E-Perfect-Phrases-Series> <https://store.shrm.org/Perfect-Phrases-for-Performance-Reviews-2-E-Perfect-Phrases-Series>>
- **How To Say It Performance Reviews: Phrases And Strategies For Painless And Productive Performance** (<https://store.shrm.org/How-To-Say-It-Performance-Reviews-Phrases-and-Strategies-for-Painless-and-Productive-Performance>)
- **Supportive Accountability: How to Inspire People and Improve Performance** (https://www.amazon.com/dp/B07F6LMFWP/ref=sspa_dk_detail_0?psc=1)
- **Dare to Lead: Brave Work. Tough Conversations. Whole Hearts.** (https://www.amazon.com/Dare-Lead-Brave-Conversations-Hearts/dp/0399592520/ref=sr_1_1?keywords=Dare+to+Lead%3A+Brave+Work.+Tough+Conversations.+Whole+Hearts.+Dare+to+Lead%3A+Brave+Work.+Tough+Conversations.+Whole+Hearts.&qid=1563241335&s=gateway&sr=8-1)