



### **Workshop on Conducting Annual Employee Reviews**

March 2 – 6, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

September 7– 11, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** Lagos: N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

### **Program overview:**

Conducting Annual Employee Reviews is a critical aspect of effective human resource management that requires skillful communication and fair evaluation practices. This training aims to equip managers and supervisors with the necessary tools to conduct constructive and productive annual performance reviews. By focusing on clear communication, goal setting, and feedback techniques, this training ensures that employees receive valuable insights into their performance, while also fostering a supportive and motivating work environment. Through this process, managers can align individual goals with organizational objectives, recognize achievements, and identify areas for improvement, ultimately contributing to enhanced employee development and organizational success.

### **For whom:**

This program is designed for managers and supervisors directly responsible for conducting employee reviews, HR professionals involved in designing and implementing the review process, Team Leaders and department heads who tries align individual performance with team goals and organizational objectives. Others are Executives and Senior Management, New Managers or Supervisors and Employees will benefit from this program

### **Learning objectives:**

At the end of the program, participants will be able to:

- explain the importance of annual performance reviews in employee development and organizational success.
- learn the key principles and best practices for conducting fair and constructive performance evaluations.
- develop effective communication skills to deliver feedback and discuss performance.
- gain insights into goal-setting techniques that align individual and organizational objectives.
- explore strategies for handling difficult conversations and addressing performance challenges sensitively and professionally.
- explain the process of conducting an annual review.
- avoid common mistakes managers make during an annual review; and
- explain the concept of pay for performance.

### **Course Outline:**

#### **Day 1: Module 1: Introduction to Annual Employee Reviews**

- Understanding the Purpose and Importance of Annual Reviews
- Benefits of Regular Feedback and Performance Evaluation
- Legal and Ethical Considerations in Performance Management

#### **Module 2: Preparing for the Annual Review Process**

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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- Gathering Performance Data and Documentation
- Setting Clear Objectives and Expectations
- Creating a Positive and Supportive Review Environment

**Day 2: Module 1: Effective Communication in Performance Reviews**

- Communication Techniques for Providing Constructive Feedback
- Active Listening and Empathy Skills
- Handling Difficult Conversations and Emotional Reactions

**Module 2: Goal Setting and Development Planning**

- Setting SMART Goals with Employees
- Aligning Individual Goals with Organizational Objectives
- Developing Action Plans for Employee Development and Growth

**Day 3: Module 1: Performance Evaluation and Assessment**

- Evaluating Performance Against Key Performance Indicators (KPIs)
- Recognizing Achievements and Areas for Improvement
- Providing Fair and Balanced Assessments

**Module 2: Addressing Performance Challenges**

- Strategies for Addressing Underperformance
- Constructive Criticism and Improvement Plans
- Coaching and Developmental Feedback Techniques

**Module 3: Closing the Performance Review Meeting**

- Summarizing Key Discussion Points and Agreements
- Documenting Performance Feedback and Goals
- Establishing Follow-Up Actions and Timelines

**Day 4: Module 1: Continuous Improvement in Performance Management**

- Reviewing and Reflecting on the Review Process
- Encouraging Ongoing Feedback and Communication
- Leveraging Performance Reviews for Employee Engagement and Motivation

**Module 2: Legal and Ethical Considerations in Performance Management**

- Ensure Fairness and Non-Discrimination in Evaluation
- Compliance with Employment Laws and Regulations
- Confidentiality and Privacy of Employee Performance Information

**Day 5: Module 1: Role-Play and Practice Sessions**

- Role-Playing Performance Review Scenarios
- Feedback and Coaching on Communication Skills
- Practice Goal-Setting and Development Planning Techniques

**Module 2: Case Studies and Best Practices**

- Analyze Real-Life Case Studies in Performance Management
- Discuss Best Practices in Conducting Effective Annual Reviews
- Learn from Success Stories and Challenges in Performance Evaluation
- Committing to Continuous Improvement in Performance Management

**LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

**WORKSHOP FEE:**

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250 Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

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**Training Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

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