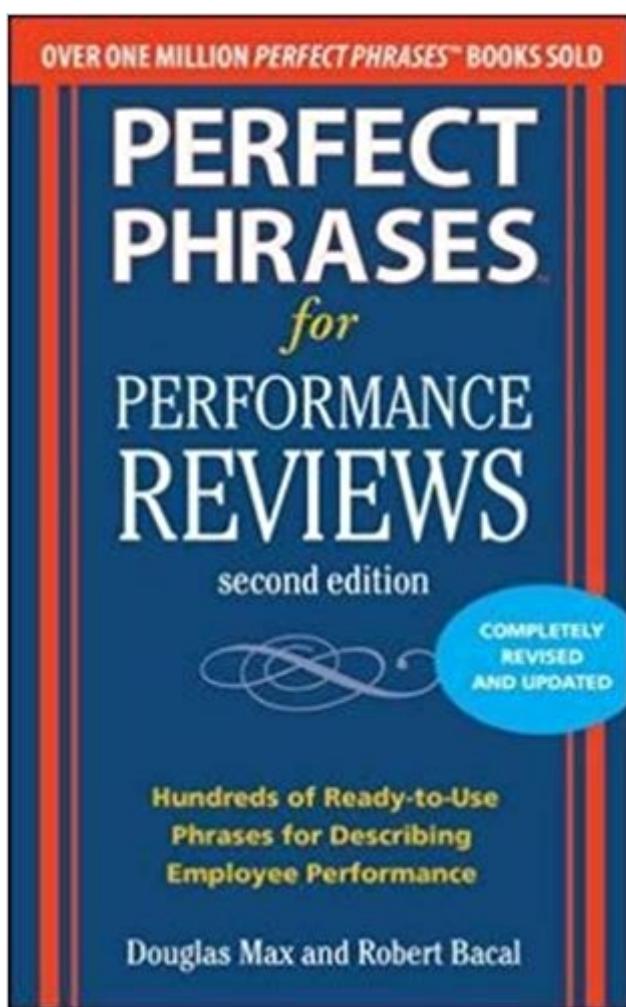


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Synopsis

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME The ability to craft an employee review that is meaningful and change-driven is what separates average supervisors from great managers. How often, though, have you struggled to find the most appropriate words for your needs? This completely revised and updated second edition of Perfect Phrases for Performance Reviews provides hundreds of ready-made phrases you can use to clearly communicate any employee's performance in 74 different skill areas. Learn the most effective language for: Crafting an accurate, carefully worded assessment Documenting behaviors and accomplishments Guiding and developing promising workers Conducting face-to-face interviews

Book Information

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Customer Reviews

Douglas Max is managing director of LR Communications, a firm that conducts on-site seminars in writing and presentation skills. Robert Bacal is the author of *Managing Performance* and *The Complete Idiot's Guide to Consulting*.

I really like how this book is outlined and look forward to using it for annual evaluations soon.

Basic information - we need to provide facts. It is also important that the feedback and mentoring/coaching begins when someone starts in a position. This is not useful for career

development if used one a year and without support and concern for people's growth and success.

My wife and I are managers and use this annually - now on our Kindle :)

Wrote all 5 of my performance evaluations easily with this book. Far superior than the Effective Phrases for Performance Appraisals:... by James E., Jr. Neal.

Every leader should own this, makes writing and phrasing what you really want to say that much easier.

This series of books provides quick ideas for every situation. If you are busy and find yourself stuck they are worth the money.

This was a gift to me from a co-worker and I then purchased it for my staff of managers. They have each expressed what a great book to have during performance appraisal time. It was an easy read and had lots of great ideas and handling different situations.

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