

## TEN TIPS TO MAKE YOUR BUSINESS MORE SUCCESSFUL

### 3. *Hold regular discussions with your people*

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**The CIPD (Chartered Institute of Personnel and Development) states that “*Performance appraisals are one of many performance management tools that aim to ensure employees’ performance contributes to business objectives.*”**

These discussions give line managers and employees the opportunity to raise any issues of concern and, importantly, for the line manager to give clarity on the work to be done, performance achieved, and to give praise, where appropriate.

Kerry Chown,  
Cobalt HR Ltd  
4 Ynys Bridge Court,  
Gwaelod-y-Garth,  
Cardiff, CF15 9SS.

t: 07753 933616  
e: [Kerry@cobalt-hr.co.uk](mailto:Kerry@cobalt-hr.co.uk)  
w: [www.cobalt-hr.co.uk](http://www.cobalt-hr.co.uk)  
Twitter: [@cobaltkerry](https://twitter.com/cobaltkerry)

The CIPD also reinforces this element of a two-way process, when it states in its factsheet on appraisals that it “***should never be a top-down conversation but an open exchange of views.***”

**These discussions, as an “open exchange of views”, will help to raise employee engagement and performance.**

Many organisations also use 360 degree appraisals, which include the views of customers and colleagues, to give a rounded view of overall performance.

Cobalt would be happy to work with you to develop an appropriate appraisal process for your business. This will help you to monitor performance, which may lead to the identification of training needs, which, in turn, will help drive performance improvement.

Please get in touch, using one of the methods on the left. We would be delighted to work with you.

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