

People Matters



Issue 26, March 2007

A new face at People Dynamics!



We would like to welcome our new HR Account Manager, Karen Cavu to the team. Karen will be starting on 27 March.

Karen will be assisting in managing our client accounts through the RIT-AIR™ process which will encompass helping with JODs™, documentation and appraisals as well as training.

You will be seeing the friendly face on site with me soon!

Office Relocation

With our new Account Manager on board, our office has become too small for us and we are currently looking for a new office space.

We will advise you with the new address and contact details as soon as we have found the right location for People Dynamics.



For many of you March / April signals the time for performance reviews with staff. Therefore in this issue we outline some of the key aspects of having effective appraisals.

Effective Appraisals

Appraisals aim to give feedback on performance and are a valuable tool in addressing problems and improving communication and motivation. Feedback is important to get an idea what we have done and haven't done so well and to identify and resolve potential issues before they become problems. Moreover, we all like to get feedback – particularly when it's good. However, giving feedback the right way is crucial for a successful appraisal.



Effective feedback should: describe and clarify the specific situation and describe the observable behaviour from your perspective. Use the word "I" instead of "you", ie "I noticed.." Describe what alternative action you would like to see and the positive outcomes from this.

Don't wait until an appraisal to give feedback though, feedback should be given very soon after an event.

There should be no surprises when it comes to the discussion in an appraisal, it should ideally be a confirmation of performance for the last six months.

Do you have a question you would like answered? Let us know - your suggestions for topics are welcome.

If someone else in your business would be interested in People Matters let us know and we will forward a copy to them.

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