

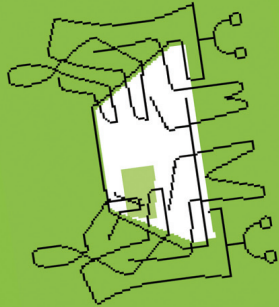
Now available from PENGUIN...

HOW
to
SayIt

HOW TO SAY IT[®]:

Performance Reviews

*Phrases and Strategies for Painless
and Productive Performance Reviews*



Meryl Runion and Janelle Brittain

How to Say It: Performance Reviews

Meryl Runion & Janelle Brittain

A practical and much-needed guide for anyone who gives performance reviews.

- Hate performance reviews?**
- Dread the performance review ritual?**
- Can't find the right words to say?**

Learn how to use the performance review to motivate your staff. Help them to perform at their best. Read "How To Say It" to learn:

- What to say for those tough situations**
- What not to say when they tick you off**
- How to steer clear of common mistakes that de-motivate people**
- How to structure the review for success**
- How to make the 1-hour meeting change behavior positively for a whole year**

Order it on-line or at your favorite bookstore for just \$11.95.

For information about performance management Keynotes and Seminars call **888-262-8686**.



Janelle Brittain, MBA, CSP
CEO & President



**Dynamic Performance Institute, LLC
and Dynamic Solutions Group**
7325 N. Oakley, Suite #2
Chicago, IL 60645
www.dynamicperformance.com