

#	COMPETENCY/TOPIC/SKILL	Associated Remarks: Descriptions, Learning Outcomes, or Skill descriptions	COURSE IDs	COURSE TITLES
Completed by client		Completed by client	Completed by LiL	Completed by LiL
1	Setting Goals (performance review)	Setting smart goals for the performance review cycle	456353 2822314 5015865 2825161 2447326 728377 2875015	Setting Team and Employee Goals Using SMART Methodology How to Give and Receive Useful Feedback Every Month Performance Management: Setting Goals and Managing Performance Goal Setting: Objectives and Key Results (OKRs) A Bold New Approach to Goal Setting with Michael Bungay Stanier Successful Goal Setting How to Set Goals When Everything Feels Like a Priority
2	Receiving and implementing feedback	How to receive feedback; how to implement feedback you are given; how to take constructive feedback	2822314 622053 2367363 2825163 2825740 2819030 2825163	How to Give and Receive Useful Feedback Every Month Giving and Receiving Feedback Using Feedback to Drive Performance Implementing Creative Feedback the Win-Win Way Asking for Feedback as an Employee How to Give Negative Feedback to Senior Colleagues Implementing Creative Feedback the Win-Win Way
3	Effective listening (both for IC and manager)	Listening effectively	2877045 3010188 653220 2874051 176760	How to Resolve Conflict and Boost Productivity through Deep Listening How to Listen and How to Be Heard (getAbstract Summary) Improving Your Listening Skills Listen to Lead Effective Listening
4	Preparing detailed review	Preparing for a performance review	774888	Preparing for Your Review
5	Leadership: How to give effective feedback	How to give actionable, effective feedback to your direct reports	5015861 612175 645013 2822642 2836021 5022331 2882043 167027 2825740	Delivering Employee Feedback Creating a Leadership Development Program Inclusive Leadership Leadership Mindsets Leadership Skills for The Future Collaborative Leadership Leadership through Feedback Executive Leadership Asking for Feedback as an Employee
6	Leadership: How to prepare for a review (manager)		5015864 2820012	Performance Management: Conducting Performance Reviews Conducting Motivational 1-on-1 Reviews
7	Stress management	Overall wellness and stress management for the review process	2803040 2810626 2825340 2875262 2839043 2870085 659269 2886206	De-stress: Meditation and Movement for Stress Management Managing Stress Stop Stressing and Keep Moving Forward Mindful Stress Management Managing Stress and Building Resilience While Job Hunting Well-Being in the Workplace Managing Stress for Positive Change Managing Your Well-Being as a Leader
8	Wellbeing at work		2870085 2880017 636109 2875378 2886206 2825675	Well-Being in the Workplace Managers as Multipliers of Well-Being Thriving @ Work: Leveraging the Connection between Well-Being and Productivity How to Support Your Employees' Well-Being Managing Your Well-Being as a Leader Establishing a Well-Being Programme in Your Organisation