



Talent Review and Calibration Training Course for Managers

Talent Review and Calibration Training Course for Managers

Overview

Talent Review and Calibration Training Course for Managers is a one-week professional course for people managers, HR business partners, talent specialists, and review facilitators. Participants build a Manager Talent Review and Calibration Pack that defines criteria, separates performance, potential, and readiness, prepares evidence, structures challenge, controls bias, documents decisions, and turns review outcomes into development actions. The course treats calibration as a disciplined decision process rather than a negotiation over labels or a forced distribution. Agile Leaders Training Center develops evidence-based manager capability.

Who Should Attend

- People managers presenting and discussing employee talent evidence
- HR business partners advising managers and governing review quality
- Talent specialists designing review cycles and development actions
- Facilitators moderating calibration forums and decision records
- People analysts monitoring consistency, movement, and outcomes

Participants should influence talent-review decisions. The course excludes disciplinary assessment, recruitment selection, pay-setting, clinical assessment, psychometric certification, and generic performance-management administration.

Learning Objectives

- Define the purpose, scope, criteria, and decision rights of a talent review
- Distinguish current performance, future potential, role readiness, aspiration, and mobility
- Prepare concise evidence profiles without relying on reputation or unsupported labels
- Facilitate consistent challenge while controlling hierarchy, groupthink, and unequal airtime
- Use a nine-box talent review as a discussion aid rather than a verdict
- Document rating changes, rationale, development commitments, and privacy controls
- Evaluate calibration quality, fairness, consistency, and follow-through



Course Agenda

Day 1: Talent Review Architecture

- Talent Review Purpose and Decision Charter
- Performance, Potential, Readiness, Aspiration, and Mobility Dictionary
- Role-Level Evidence and Time-Horizon Rules
- Talent Review Governance and Privacy Map
- Manager Preparation Calendar and Responsibilities

Day 2: Evidence and Manager Preparation

- Employee Talent Evidence Profile
- Results, Behaviors, Capability, and Learning Evidence
- Potential Indicator and Readiness Test
- Evidence Quality and Recency Checklist
- Manager Pre-Review Challenge Questions

Day 3: Calibration Meeting Practice

- Manager Calibration Meeting Protocol
- Case Order, Time Allocation, and Quorum Rules
- Evidence Presentation and Clarification Sequence
- Constructive Challenge and Dissent Technique
- Provisional Placement and Confidence Record

Day 4: Bias, Fairness, and Decision Control

- Confirmation, Recency, Affiliation, and Centrality Bias Check
- Hierarchy, Groupthink, and Advocacy Control
- Comparable Evidence and Opportunity Review
- Rating Change Decision Log
- Fairness Exception and Escalation Route

Day 5: Actions, Measures, and Governance

- Development, Stretch, Mobility, and Succession Action Map
- Manager-Employee Follow-Up Conversation Guide
- Calibration Consistency and Movement Dashboard
- Action Completion and Outcome Review
- Capstone Exercise: Manager Talent Review and Calibration Pack



Practical Exercises

- Rewrite opinion-based manager statements as evidence claims
- Separate performance, potential, and readiness in ambiguous cases
- Facilitate a nine-box talent review with structured challenge
- Identify bias, unequal airtime, and unsupported consensus
- Convert calibrated decisions into specific development actions

Course Outputs

- Talent Review Criteria and Governance Charter
- Employee Evidence Profile and Manager Preparation Guide
- Calibration Meeting Protocol and Challenge Questions
- Decision, Bias, and Exception Log
- Manager Talent Review and Calibration Pack

FAQs

What is a talent calibration meeting?

A talent calibration meeting brings managers and HR together to examine comparable evidence, test interpretations, align definitions, record confidence and rationale, and agree actions. Its purpose is decision quality and consistency, not consensus for its own sake.

How is potential different from performance?

Performance concerns results and behaviors in the current role and period. Potential concerns evidence of capacity to handle broader or more complex work over time. Readiness asks whether a person can perform a specified next role within a defined horizon.

Does a nine-box talent review require forced distribution?

No. A nine-box talent review can structure discussion, but the organization should not force people into predetermined percentages. Placement needs defined criteria, relevant evidence, confidence, documented rationale, and periodic review.

How can managers reduce bias during calibration?

Managers can use shared definitions, comparable evidence, multiple perspectives, structured challenge, equal discussion time, bias prompts, independent facilitation, decision logs, exception review, and outcome monitoring.



What happens after a talent review?

Managers should communicate appropriately, agree development and mobility actions, clarify ownership and timing, protect confidential information, track completion, and revisit readiness and evidence in the next review cycle.

Conclusion

Participants leave with a Manager Talent Review and Calibration Pack that turns individual manager opinions into transparent, evidence-based, reviewable decisions. The pack supports consistent criteria, fair discussion, documented rationale, development follow-through, and accountable talent governance.



Training Course Categories

Agile PM and Project Management Training Courses

Agribusiness & Food Security Training Courses

Aviation Management and Operations Training Courses

Certified Courses By International Bodies

Communication and Public Relations Training Courses

Crisis Management and Business Continuity Training Courses

Data Analytics Training and Data Science Courses

Digital Government & Public Service Training Courses

Education and Learning Development Training Courses

Environment & Sustainability Training Courses

Facilities and Real Estate Training Courses

Finance and Accounting Training Courses

Governance, Risk and Compliance Training Courses

Healthcare Management Training Courses

Heritage Conservation and Museum Management Training Courses

Hospitality and Tourism Training Courses

Human Resources Training and Development Courses

IT Security Training & IT Training Courses

Leadership and Management Training Courses

Legal Training, Procurement and Contracting Courses

Maintenance Training and Engineering Training Courses

Marketing, Customer Relations, and Sales Courses

NGO, Humanitarian and Development Management Training Courses

Occupational Health, Safety and Security Training Courses

Oil & Gas Training and Other Technical Courses

Personal & Self-Development Training Courses



Training Course Categories

Quality and Operations Management Training Courses

Secretarial and Administration Training Courses

Shipping, Maritime and Ports Training Courses

Training Cities

Abu Dhabi UAE	Accra Ghana	Addis Ababa Ethiopia
Amman Jordan	Amsterdam Netherlands	Athens Greece
Baku Azerbaijan	Bali Indonesia	Bangkok Thailand
Barcelona Spain	Berlin Germany	Cairo Egypt
Cape town South Africa	Casablanca Morocco	Chicago USA
Doha Qatar	Dubai UAE	Frankfurt Germany
Geneva Switzerland	Istanbul Turkey	Jakarta Indonesia
Johannesburg South Africa	Kuala Lumpur Malaysia	Kuwait Kuwait
Lagos Nigeria	Langkawi Malaysia	Lisbon Portugal
London UK	Madrid Spain	Manama Bahrain
Marbella Spain	Milan Italy	Montreux Switzerland
Munich Germany	Muscat Oman	Nairobi Kenya



Training Cities

New York

USA

Nice

France

Paris

France

Phuket

Thailand

Port Louis

Mauritius

Porto

Portugal

Prague

Czech Republic

Rome

Italy

San Diego

USA

Seoul

South Korea

Sharm El-Sheikh

Egypt

Singapore

Singapore

Tashkent

Uzbekistan

Tbilisi

Georgia

Tokyo

Japan

Toronto

Canada

Trabzon

Turkey

Vienna

Austria

Zanzibar

Tanzania

Zoom

Online Training

Zurich

Switzerland