

PERFORMANCE APPRAISAL

Every major company has a formal performance appraisal system in place. The benefits to the corporation, the manager and the individual are numerous. The question then is, “Why doesn’t anyone like to do appraisals?” More often than not it’s because our own experiences with these instruments has been far from perfect on both the receiving and giving side of the spectrum. Giving fair and objective appraisals of an individual’s performance is an easy, painless and rewarding task if done well. The purpose is to recognize past performance, improve future performance and give people an opportunity to develop skills. Learn how to prepare and conduct appraisals effectively and start to understand how you can use this to truly develop your people.

Learning Objectives:

- Understand the difficulties surrounding appraisal and how to overcome them
- Identify the steps and requirements for a fair and objective appraisal
- Learn how to give constructive feedback in an objective way
- Practice the skills of writing and giving a performance appraisal

Who Should Attend:

People managers who want to have a more positive and productive approach to managing and appraising the performance of their staff

How Will Participants Benefit:

- Overcome resistance and reluctance to giving appraisals
- Create a culture of openness and accountability
- Gain mutual agreement on performance assessment and action steps
- Improve feedback skills
- Build trust and professional relationships with staff

Delivery Method:

Lecture, exercises, role-plays and group discussion

Duration: Three hours