

Course Title: Conducting Effective Performance Appraisals

Introduction

Performance Appraisal is a time where managers, supervisors and staff come together to evaluate the performance of the agreed objectives. An effective appraisal will motivate employees, retain staff, develop employees, and achieve outstanding performance in an organization.

The performance management system is more than just evaluating staff performance. A performance management system is a comprehensive approach, starting from setting objectives, monitoring performance, evaluating performance, and developing training and development plan. To have an effective performance management system that will motivate, retain and develop staff; manager, supervisors or staff who have to do appraisal must see the process as a total system to be effective for the organisation.

Objectives

In this 1-Day workshop, participants will be able to:

- Describe what performance Management is
- State the key success factors to have an effective performance appraisal system
- Describe steps needed to have an effective performance appraisal system
- Explain the role and responsibility of the management and staff in performance appraisal
- Developing performance goals that align with the business requirements
- Assess performance objectively
- Evaluate performance and conduct an appraisal session

Outline

The workshop content is as follows:

- What is Performance Management?
- Understanding Organisation, department and individual goals relationship
- Understand the Performance appraisal process
- Roles and responsibilities in the Performance appraisal process
- Common issues in performance appraisal
- Impacts of non-performers
- Writing SMART objectives

- Evaluating Performance
 - Monitoring and sources for performance feedback
 - Pitfalls to avoid appraising performance rating
 - Writing comments for the evaluation
- Providing Feedback
- Conducting Performance appraisal interview
 - Approach to communicating performance evaluation rating
 - Approach to handling employees disagreement to the performance evaluation
- Developing training and development plans after appraisal

Who Should Attend

This course is suitable for supervisors, team leaders, managers or anyone who is or will be managing teams or individuals.

Training Methodology

This is a highly interactive course based on lecturing, group discussion, videos, and activities.

Course Duration:

1 Day (7 hours)