

€ TRAINING

Performance Appraisal



1 - 5 July 2024
Kuala Lumpur (Malaysia)



Performance Appraisal

REF: M2335 DATE: 1 - 5 July 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

The Performance Appraisal training program provides essential skills for conducting fair and effective employee evaluations. Through practical exercises, participants gain proficiency in driving employee development and enhancing organizational performance.

Program Objectives:

At the end of this program, the participants will be able to:

- Understand the historical overview, benefits, and challenges of performance appraisal.
- Define performance criteria and consider legal and ethical considerations.
- Implement 360-degree feedback and prepare for appraisal meetings effectively.
- Identify development needs and address disputes and appeals professionally.

Targeted Audience:

- Human resources professionals.
- Managers and team leaders.
- Supervisors and department heads.
- Employee development specialists.
- Organizational trainers.
- Employees involved in conducting employee evaluations.

Program Outlines:

Unit 1:

Introduction to Performance Appraisal:

- Exploring the concept and importance of performance appraisal in organizations.
- Tracing the evolution of performance appraisal and its significance in modern workplaces.
- Identifying the potential advantages and obstacles of implementing performance appraisal systems.

- Discussing the legal and ethical aspects associated with conducting performance appraisals.
- Outlining practical exercises and case studies to be undertaken throughout the course.

Unit 2:

Setting the Foundation:

- Learning how to establish clear and measurable performance criteria for different job roles.
- Understanding the process of aligning individual goals with organizational objectives.
- Exploring communication techniques for delivering constructive feedback and performance expectations.
- Diving into various feedback methods, including self-assessment, peer assessment, and supervisor assessment.
- Drafting performance criteria and aligning them with organizational goals.

Unit 3:

Conducting Performance Appraisals:

- Exploring different appraisal methods such as rating scales, critical incidents, and behaviorally anchored rating scales BARS.
- Understanding the concept and benefits of obtaining feedback from multiple sources.
- Learning strategies for addressing sensitive issues and handling emotional reactions during appraisals.
- Discussing the importance of accurate record-keeping and documentation during the appraisal process.
- Simulating a performance appraisal meeting to practice communication and feedback delivery.

Unit 4:

Performance Improvement Strategies:

- Discovering how to identify skills gaps and development opportunities based on appraisal outcomes.
- Learning to formulate personalized development plans that align with career aspirations and organizational needs.
- Exploring how coaching and mentoring can enhance employee performance and growth.
- Discuss strategies for providing relevant training to address performance deficiencies.
- Collaboratively developing individual development plans for hypothetical employees.

Unit 5:

Performance Appraisal Implementation and Future Enhancements:

- Understanding the steps to prepare for a successful performance appraisal meeting.
- Practicing the art of providing constructive feedback and recognition to motivate employees.
- Learning how to handle disagreements and appeals arising from the appraisal process.
- Discuss ways to gather feedback on the appraisal process and implement improvements.
- Exploring emerging technologies and trends shaping the future of performance appraisal.