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Performance Appraisal and Management

08 November 2022 | 9am – 6pm | 6.5 CPE hours



<p>Target Audience</p> <p>Anyone who has the responsibility to conduct performance appraisal or manage performance of others</p>	<p>Delivery Mode</p> <p>Live Webinar</p>	<p>Facilitator/s</p> <p>Susan Fong Senior HR practitioner, DISC Behavioral Consultant, SHRM, IHRP and Enneagram Certified Practitioner</p>	<p>Course Fee</p> <p>SGD 642.00 (incl. GST)</p> <p>Duration</p> <p>6.5 CPE Hours</p>
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Introduction

Do you dread conducting appraisal sessions? Do you find them to be a time-wasting and paper filling exercise?

Performance Management starts with setting SMARTER objectives that staff are committed to. Through constructive feedback, coaching and appraisal discussions, supervisors can support their staff to achieve these objectives.

Effective performance management ensures staff are motivated and engaged to achieve high performance. This creates a win-win outcome for staff, management and organisation.



Course Outline

- Elements and Key Success Factors of Performance management
- The purpose and benefits of performance appraisals
- Goal Setting which are aligned with organisational and team goals
- Use competencies and competency matrix for managing individual and team performance
- Use Let's TALK for handling challenging performance conversations
- A comprehensive and structured approach towards effective appraisal discussion that engages staff



Learning Objectives

- Adopt a holistic framework and positive mindset towards performance management
- Use goals and competencies to manage individual and team performance
- Apply a comprehensive and structured approach to ensure a fruitful outcome from the appraisal discussions.
- Use the appraisal discussions to maximise staff's potential and engage in career planning



Susan Fong

Senior HR practitioner
DISC Behavioral Consultant
SHRM, IHRP and
Enneagram Certified
Practitioner

Speaker / Trainer Bio

Susan brings with her more than 20 years of working experience in the field of Human Resource Management and Development. Her experience spans across industries like telecommunications, market research, information technology and healthcare. She was in management positions for various organisations and is currently an HR consultant, leadership trainer and ICF associate certified coach.

Susan holds a Bachelor of Business in Business Administration (Distinction Award) from RMIT University and also a Graduate Diploma in Personnel Management (Bronze Award) from the Singapore Institute of Management. She is a Certified Professional with Institute of Human Resource Professionals.

Registration

(Closing date: 7 days before the commencement of the course)

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Should you have queries on **Digital Transformation** courses, you may write in to searaeducation@deloitte.com.



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