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Performance Appraisal and Management

6.5 CPE hours



Target Audience

Anyone who has the responsibility to conduct performance appraisal or manage performance of others

Delivery Mode

Physical Seminar |
Live Webinar

Facilitators

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DISC Behavioral
Consultant, SHRM, IHRP
and Enneagram Certified
Practitioner

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



Registration

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