



PROUDLY PRESENTS

Performance Appraisal

What's in it for you?

Ask any employee, as we have done many hundreds of times, what they think of performance appraisal and the vast majority will respond negatively and regale you with examples of poor to disastrous experiences with the process. It is often deeply resented because of the poor outcomes from poor application. Whilst the whole performance appraisal system is often at fault, a key aspect of hurt and disillusion is the way that performance appraisal meetings are carried out.

Yet the process is basically simple and should result in considerable satisfaction, even enjoyment, for the team leader and the team member involved. Satisfaction is derived from a respectful and candid examination of the team member's performance against predetermined, understood and accepted standards and joint problem-solving to achieve increasingly better results.

This workshop will provide your team leaders and their team members with the knowledge, skills and enthusiasm to conduct positive and highly productive performance appraisal meetings. This will generate increasingly effective delivery for your whole organisation.

Who should attend?

All team leaders and team members.

What is the objective of the workshop?

To provide team leaders and team members with the understanding and skill required to conduct effective performance appraisal meetings.

Content

-  Introduction to the Performance Appraisal.
-  Reasons for Performance Appraisal.
-  Preparation for the meeting.
-  How to conduct the meeting.
-  Follow up after the meeting.
-  Action Plans
 - What they are.
 - How and when to write them.



 Self-evaluation

 Templates and examples

Each workshop includes the vital skill of Action Planning!

This workshop is one of the building blocks of the world-class

T³ Leadership/Management System

A fully integrated system to run any enterprise, including hard and soft skills.

General Information

Price: Prices to be provided on request

Duration: One day

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