

thevenworks

PERFORMANCE APPRAISAL



Your introduction to our Leadership
and Management training courses,
workshops & seminars

PERFORMANCE APPRAISAL

INTRODUCTION



Thanks for downloading this information booklet — it's one of a series covering the wide range of management and leadership subjects we offer. Here, you'll find details of the objectives and programmes for this specific area

However, this is simply a guide — I'll be delighted to meet your company or organisation's defined objectives and needs — for example, by combining several key topics into a single workshop or full-length course

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OBJECTIVES

To provide Delegates with the skills to prepare, conduct, assess and make powerful use of effective and empowering annual performance appraisals and reviews



- Introduction to workshop
- Appraisal: definition; benefits; purposes
- Dealing with appraisal anxieties
- Developing a professional “appraisal attitude”
- Dealing with targets, objectives and standards
- Developing mutual business and personal objective-setting skills
- Setting – and managing – effective standards of performance
- Preparing to appraise: analysing current performance and attitudes
- Timing and location
- Using an appraisal discussion process: introduction – discussion of key areas – highlighting development issues – setting future plans – closing positively – on-going follow-up
- Developing effective questioning, listening and analysing skills
- Encouraging self-appraisal skills and attitudes
- Using constructive 360-degree feedback
- Dealing with difficult situations and behaviours
- Handling significant “performance gaps”
- Counselling in appraisal situations
- Developing individual empowerment
- Making appraisal a constant process
- Tips for effective appraisals
- Workshop conclusion

PROGRAMME