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Performance Management: Appraisal and Meeting (Tier 2)

1 or 2 Days

Description

The survival of an organization depends upon management's ability to make optimal use of an accurate and objective performance management system. This program focuses on the critical components of the performance management system. You will learn to identify the goals and understand the benefits of an effective performance management system utilizing two-way performance appraisal meetings between you and your employees. Finally, you will learn how to define effective and motivating behaviors in performance appraisal meetings.

Prerequisites

- None

Objectives

Upon successful completion of this program, participants will be able to:

- ✓ Outline the relationship between an effective and consistent set of performance standards.
- ✓ Grow the employee who achieves or surpasses professional and organizational goals.
- ✓ Formulate a uniform and compatible body of job descriptions, performance standards, evaluation, and interview guidelines, as well as the performance-related benefits for use in your company.
- ✓ Make the appraisal interview itself a positive and challenging experience.
- ✓ Collect, interpret, and use performance data.
- ✓ Use your performance evaluation system to create a positive, motivated work climate.
- ✓ Integrate performance appraisal into your regular supervisory routine, and utilize this managerial function.
- ✓ Assist each individual reach his or her professional performance objectives and become a more valuable member of your team.

- Pre-test/Feedback: The Performance Management System
- The Performance Management System and Productivity
- Three Performance Management Strategies
- Ten Performance Management Activities
- The Performance Appraisal Itself: Concepts, Rationale, and Benefits
- Exercise: Benefits of Performance Appraisals
- Exercise: What Makes a Good Performance Appraisal Meeting?
- Effective Vs. Ineffective Appraisal Meeting Behaviors
- Exercise: Benefits of Regular Performance Communication
- Key Benefits of Performance Communication
- Improving Communication During The Performance Appraisal Meeting
- FlowChart: Performance Appraisal Meeting
- Employee's Guide To Participating In Performance Appraisal Meetings
- Preparation For The Supervisor
- The Performance Appraisal Form - Four (4) Steps
- Summary: The Performance Management System
- Post-Test and Answers: The Performance Management System
- Post-Test and Answers: The Performance Appraisal Meeting
- Action Planning