



Effective Performance Appraisals

Introduction/ Overview of program:

Performance appraisal is an organizational process utilized for objectively evaluating the employee's contribution to overall organizational performance, and to determine how performance can be further improved. The performance appraisal acts as a motivational tool and is generally linked with lots of rewards and recognition. The effectiveness of a performance appraisal can be judged by - how well it supports to achieve the strategic objectives of the organisation.

Considering the high importance of Appraisal Process for 'employee satisfaction and organizational performance' it is imperative that process is implemented with high level of effectiveness and objectivity.

The objectives of the Programme:

The programme aims to further strengthen the employee's understanding of process and support the appraisers in effective implementation of this important organizational process and thereby boost employees' morale and satisfaction significantly.

Who should attend:

Programme is highly relevant for supervisors and managers at all levels having teams and intending to make their team members highly productive, empowered and matured in minimum possible time and minimum financial investment by transferring their tacit learning and experience acquired long period.

Duration: Two day

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Course Content:

1. Over view of Performance Appraisal
 - ◆ Meaning and definition
2. Objectives of Performance Appraisal
 - ◆ Organizational objectives
 - ◆ Employee objectives
3. Process of performance Appraisal
4. Issues in performance Appraisal
5. Advantages of performance Appraisal
6. General Methods and Techniques
7. Traditional and Contemporary
 - ◆ Organizational Process for Performance Appraisal
8. Constructive Feedback
9. Supervisor's Checklist for Performance Appraisal
10. Appraisee's checklist for Performance Appraisal
11. Documenting performance Summary
12. Responding to employee's concerns / reactions
13. Process of Goal setting ,
14. Goal achievement

Benefits to Participants:

The participants shall be able to experience the following benefits after going through this programme.

- ◆ Achieve a good understanding of appraisal process for organisation
- ◆ Be clear on do's and dont's of appraisal process
- ◆ Understand and practice how to conduct an appraisal meeting
- ◆ Understand and practice the methods of constructive feedback
- ◆ Equip themselves with effective methods of handling employee's concerns and reactions during appraisal dialogue
- ◆ Understand and practice the process of goal setting
- ◆ Learn how to link the Organizational objectives and individual goals
- ◆ Practice individual developmental plan
- ◆ Learn how to create an goal achievement climate within their team