

Performance Appraisal....Documentation and Discussion



"An organization's success can only be assured when individuals contribute their piece to the overall company goals."

INSTRUCTOR: Deborah Avrin, SPHR

DESCRIPTION: One of the most important parts of a manager's job is to fairly evaluate team member performance. The Performance Appraisal...Documentation and Discussion workshop first examines the importance of effective written comments on appraisals starting with a review of the legal aspects. The program then provides a step-by-step approach for conducting the appraisal discussion. Your company policy, appraisal forms and criteria for measuring performance are incorporated in the basic components of the workshop for immediate transfer of learning to on-the-job.

WORKSHOP OBJECTIVES: The participant will:

- ✓ Understand the purposes of performance appraisals
- ✓ Discuss the legal liabilities of performance appraisals and apply concepts to two case studies
- ✓ Examine and compare company specific evaluation categories
- ✓ Develop competency in writing evaluation comments by rewriting examples and differentiating their comments by rating category
- ✓ Discuss typical appraiser errors and strategies to avoid
- ✓ Practice capturing information throughout the review period to avoid surprises during discussion
- ✓ Follow the three steps for conducting an effective performance appraisal discussion
- ✓ Establish goals for future performance and goal achievement

WHO SHOULD ATTEND: New and experienced team leaders, supervisors and managers.

LENGTH: Full-day program. A half-day version is available which has less skill practice

SUPPLIED MATERIALS: Participant Manual, company policies and performance appraisal forms, plus supporting materials.