



REDROCK

International

PERFORMANCE APPRAISAL

**DEVELOPS MANAGEMENT SKILLS AND
BEHAVIOURS**

**FOR ANYONE WHO SUPERVISES STAFF AND IS
RESPONSIBLE FOR APPRAISING THEIR PERFORMANCE**

TO FIND OUT MORE, OR BOOK A COURSE

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WHAT WOULD BE THE IMPACT ON YOUR TEAM IF EACH STAFF MEMBER'S PERFORMANCE IMPROVED BY 5-10%?

Most managers agree that this would make a radical difference. The good news is that this level of performance gain can frequently be achieved through improved performance management. Appraisal is a key tool for managers to help staff develop their performance. If done well, it contributes strongly to:

- Improved staff and team performance
- Improved staff motivation and reduced need for management supervision
- Enhanced alignment of staff and their work with departmental and company objectives
- Accelerated staff development and lower staff turnover
- Increased openness so poor performance and bad behaviours can be rapidly and effectively addressed
- Increased trust and ease of working in the manager/staff relationship

This one day course develops the management skills and behaviours to plan for and deliver Performance Appraisal meetings. The course builds an expectation of what is possible through the formal appraisal meeting and increases motivation. It challenges managers to reflect on their attitude to staff and adopt a positive approach where appraisal is part of an ongoing performance management process. It is relevant for anyone who supervises staff and is responsible for appraising their performance.

HOW IT WORKS

Inspiring principles: We introduce the potential benefits of PA to inspire managers about the value of this tool

Practical tools: The course provides managers with practical tools to help them prepare for and structure performance appraisals

Successful behaviours: Participants learn to use effective appraisal skills such as giving and receiving difficult feedback. Each person practises these skills in 1:1 scenarios to assess their skills under pressure. They use peer and instructor feedback to create a personalised development action plan

Personal Coaching: The most important thing is to use what is learned on the course back in the real world. We facilitate this by providing a one hour 1:1 coaching session at our training centre, or by telephone for each participant following the course

PARTICIPANTS WILL BE BETTER EQUIPPED TO:

- Understand the role of Performance Appraisal as part of the performance management cycle
- Collect evidence to objectively support performance evaluations
- Prepare themselves and their team member for the appraisal
- Confidently conduct a structured and positive performance evaluation which increases performance
- Address poor performance with confidence in a constructive way
- Avoid common errors in evaluation
- Create an effective and workable plan that aligns work with company objectives

Practical Details

Pre-course: Consultation to customise training

Course duration: 3 days, 9am - 5pm

Location: In-house training room or hotel conference room

Maximum participants per batch: 25

Pricing

Pricing depends on the course location. Our UK and Egypt offices' trainers deliver in Europe, Central Asia and the Middle East. Please contact us for a quotation.

See our website for availability of open courses.