



Energizing Performance Review and Appraisal PROGRAM

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Call : 012-6887430
Email : admin@thinkglowresources.com



Companies face challenges with performance review and appraisal processes in today's corporate landscape. These include introducing the systems to employees, explaining their value, ensuring thorough preparation, gathering relevant data, facilitating constructive conversations, providing regular feedback, and fostering continuous improvement. These hurdles often lead to frustration and impact employee morale, engagement, and organizational success. With clear guidance and meaningful feedback, individuals can align their goals with the organization's, hindering performance and growth.

In this training **Energizing Performance Review and Appraisal** you'll explore the essentials of performance review and appraisal processes, learn their importance, implement best practices, and how to tackle common challenges. You'll gain practical insights into introducing these processes, facilitating constructive conversations, and providing timely feedback to drive organizational success.

Objectives

- This program will empower participants to:**
- Understand the significance of performance review and appraisal processes in improving organizational performance.
 - Develop the skills required to conduct performance reviews and appraisals proficiently, encompassing preparation, data collection, and facilitation of review discussions.
 - Recognize the importance of providing consistent and timely feedback to foster ongoing improvement and employee growth.

Who Should Attend?

- Managers and Supervisors
- Human Resources (HR) Professionals
- Team Leaders
- Executives, Senior Executives
- Anyone involved in performance improvement initiatives

Mode of Delivery

- Physical Classroom
- Virtual

Learning Outcomes

- Embrace new approaches to energize performance reviews.
- Understand their impact on organizational success and employee development.
- Identify crucial factors for successful reviews, including preparation and data gathering.
- Acquire skills for effective preparation and conducting assessments.
- Learn strategies for gathering data, facilitating conversations, providing feedback, and driving improvement.

Program Outlines (2 Days)

MODULES (Day 1)

1 New Paradigm of Performance Review and Appraisal

Learn about the definition, purpose, and distinctions between performance review and performance appraisal, as well as gain insight into the overarching goal of evaluating employee performance.

2 The Significance of the Practice to Organizations and Employees

Discover the key benefits of performance review and appraisal, along with understanding their positive impacts on both the organization and employees.

3 Key Factors for Successful Performance Review and Appraisal

Explore how to define objectives through effective goal-setting, provide regular feedback, and establish systematic documentation.

4 Getting-Ready for the Review and Appraisal

Gain proficiency in conducting self-assessment, preparing as a manager, and identifying various types of employee performance data.

Explore how to do performance data gathering, identify types of performance data, pinpoint key performance metrics, understand data collection methods and tools, and strategize data collection planning.

Gain insight into employee personal and practical needs, set the tone, and review performance metrics effectively.

Learn to understand the benefits of regular and timely feedback, explore strategies for providing such feedback, and master two effective techniques for delivering performance feedback.

Delve on how to monitor progress effectively, ensure tasks are on track and goals are being met, and gather feedback efficiently from stakeholders to inform decision-making and improve performance.

5 Gathering Data for Objective Performance Assessment

5

6 Facilitating Performance Conversation

6

7 The Power of Regular and Timely Performance Feedback

7

8 Follow-up and Continuous Improvement

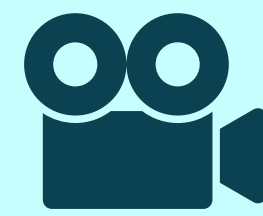
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MODULES (Day 2)

Methodology



Interactive lecture



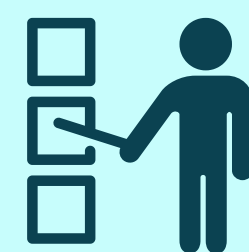
Video and debrief



Skill Practise



Action Learning



Group facilitation



Q & A related to real work issues

