



شركة ميرك العربية السعودية
MEIRC Saudi Arabia

Effective Performance Appraisal

Duration 5 Days

Who Should Attend

- Supervisors & Managerial levels

Objectives

When you have completed this module you will be able to define the key concepts associated with Meaningful Conversations performance appraisal process and you will be able to:

- ↪ Understand the importance of continuous dialogue in employee and organizational success
- ↪ Identify the main obstacles to effective performance appraisal
- ↪ Understand the value of the performance appraisal process in employee development.
- ↪ Utilize tools to promote productivity and innovation
- ↪ Understand a range of techniques that can be applied in performance appraisal
- ↪ Use these techniques as we build an effective performance appraisal system
- ↪ Explain the benefits of having an effective performance appraisal system

Course Outline

1. Introduction, Definitions & objectives:

- 1.1. Performance Management
- 1.2. Problems with Appraisal
- 1.3. Preparation, Process, People,
- 1.4. Common Appraisal Problems
- 1.5. Reasons for conducting PA:
- 1.6. Performance Appraisal and organizational compliance
- 1.7. Other Reasons,

2. When to conduct the PA? & Why?

- 2.1. Appraisal Overview, Process, Procedure,
- 2.2. Appraisal as a meaningful conversation
- 2.3. What will “meaningful Conversation” be like?
- 2.4. Benefits of Appraisal.
- 2.5. Roles of Manger, Employee: Benefits to Individual & Organization
- 2.6. Promoting Empowerment
- 2.7. Employee engagement

3. Focus on Performance Appraisal: Overview of the Formal Appraisal Process

- 3.1. Appraisal Area, Preparation, Writing the appraisal, Structuring of Appraisal, Discussion, Feedback,

4. Principles for Effective Performance Management: The Performance Cycle

- 4.1. Set expectations: Goals and achievements,
- 4.2. Use Forms & Procedures: Examples
- 4.3. On-going tracking and feedback,
- 4.4. Reviewing Progress on a set date (agreed upon)
- 4.5. Providing feedback



5. Successful Navigating Performance Appraisal

- 5.1. The Purposes of Performance Appraisal
- 5.2. Feedback counts: Leadership & Feedback
- 5.3. Communications as a tool
- 5.4. Why do appraisals fail?
- 5.5. Source of Miscommunication,
- 5.6. Four step to effective appraisal
- 5.7. Negative feedback & Positive Feedback,
- 5.8. Four Generations of appraisal at a glance
- 5.9. Effective Strategic Performance Appraisal:
- 5.10. Strategic Importance: Criteria of a good system
- 5.11. Alternative sources of Appraisal
- 5.12. Training Appraisers,
- 5.13. Type of Measures,
- 5.14. Trait, Behavioral, Result based,
- 5.15. Contemporary PA Methods

Methodologies Used

- ↪ PowerPoint Slides & Handouts,
- ↪ Case Studies, Group Discussion, Role Play
- ↪ Video Clips Effective