

PERFORMANCE APPRAISAL: MANAGER'S GUIDE TO PERFORMANCE REVIEW

6 CPD UNITS



COURSE DETAILS

A performance appraisal is a formal meeting between a manager and a member of staff that occurs on a regular basis. In some cases, it's simply referred to as an appraisal; in others, it's referred to as an appraisal review or a performance review. The aims of the appraisal tend to reflect the priorities of the organisation. It is important, though, that the appraisers who are being trained reflect on what they want to get from appraisals and on what they think appraisees will want. Both the person being appraised, and the appraiser might be distressed by appraisals. However, the good news is that well-conducted assessments can be extremely beneficial to both parties.

Achieving higher performance does not happen automatically; success depends on the human skills of the person at the sharp end – the appraiser. Very often – with the best intentions – managers get appraisals wrong. The goal of this session is to immerse and develop hiring managers or HR members to conduct successful, productive, and full appraisals. Participants will be able to communicate feedback in a positive manner to their appraisees and plan and implement development plans based on that feedback.

TARGET GROUP

This course is ideal for Hiring/Line Managers, HR personnel and team leaders who manage employees, particularly where they are required to carry out staff reviews and appraisals and are looking to build their confidence and effectiveness in this area. It is suitable for newly promoted managers and managers who have some experience of performance management and appraisals but lack formal training or require a refresher.

TOPICS TO BE COVERED

- Writing and analysing a framework to understand how an employee's performance impacts company success
- Writing quantifiably measurable KPIs
- Analyzing and editing Job descriptions to ensure the employees is being evaluated on the correct performance indicators

INSTRUCTOR KEVIN R. BROWN (BA, MA)

Born in the Washington DC Metropolitan area with roots in Kentucky and El Salvador, Kevin loves to travel, is drawn to technology and music in his down time. Kevin twice received a scholarship from Georgetown University in conjunction with the United States Department of State to live and work in Lomé Togo, West Africa where he built various projects within the University of Lomé with the assistance of the United States Embassy in Togo. Kevin has worked for various governmental agencies throughout the Americas including Peace Corps and the United States Department of Labor focusing on training and Education, Kevin received a Master's degree in Curriculum and Instruction from Trinity University in Washington DC in 2006.



DATES & VENUE

NICOSIA
CYPRUS COLLEGE
19/05 THURSDAY
9.00-16:00
€150 + VAT

DISCOUNTS ARE AVAILABLE FOR MULTIPLE REGISTRATIONS FROM THE SAME ORGANIZATION.

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DELIVERY METHOD FACE-TO-FACE

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC, IN-PERSON PROGRAMS MAY SHIFT TO VIRTUAL FORMAT

LANGUAGE OF INSTRUCTION
ENGLISH