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## PERFORMANCE MANAGEMENT AND APPRAISALS TRAINING

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Performance  
Management  
that motivates



**COURSE LENGTH: 1.0 DAYS**

The Performance Management and Appraisals Training course provides supervisors and managers with the knowledge to use performance appraisals as an effective performance management tool to help employees align and focus their performances with the standards of the company or organization. The following topics are covered in PD Training's Performance Management and Appraisals Training course: performance management – the three phases and how they work, effective implementation of S.M.A.R.T. goal setting, using performance appraisals as a performance management tool, effective motivation in the workplace, Kolb's learning cycle, developing a performance plan and much more. This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## PERFORMANCE MANAGEMENT AND APPRAISALS TRAINING COURSE OUTLINE

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### FOREWORD

Performance Management is not a company's way of employing "micro-managing" techniques that stunt the professional growth of its employees. But rather, it is a strategic approach to ensuring the efficiency and effectiveness of an organization. Whether at the organizational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactory manner.

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### OUTCOMES

#### By the end of this course, participants will:

- Define performance management
  - Learn how performance management works & the tools used to make it work
  - Learn the three phases of performance management
  - Learn to assess the effectiveness of each phase
  - Understand how to implement effective goal setting & how to use goal setting as an integral part of performance management
  - Learn how to give feedback on performance management
  - Understand Kolb's Learning Cycle & how to engage adults differently based on their position in the Learning Cycle
  - Gain insight into the impact of effective motivation in the workplace
  - Develop a performance journal & a performance plan
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### MODULES

#### Lesson 1: Getting Started

- Workshop Objectives

#### Lesson 2: Competency Assessments

- Competency Assessment Defined
- Implementation
- Final Destination
- Case Study

#### Lesson 3: The Basics (I)

- What is Performance Management?
- How Does Performance Management Work?
- Tools
- Case Study

#### Lesson 4: Kolb's Learning Cycle

- Experience
- Observation
- Conceptualization
- Experimentation
- Case Study

#### Lesson 5: The Basics (II)

#### Lesson 6: Motivation

- Three Phase Process
- Assessments
- Performance Reviews
- Case Study

- Key Factors
- The Motivation Organization
- Identifying Personal Motivators
- Evaluating and Adapting
- Case Study

### **Lesson 7: Goal Setting**

- SMART Goal Setting
- Specific Goals
- Measurable Goals
- Attainable Goals
- Realistic Goals
- Timely Goals
- Monitoring Results
- Case Study

### **Lesson 8: The Performance Journal**

- Record Goals and Accomplishments
- Linking with Your Employees or Managers
- Implementing a Performance Coach
- Keeping Track
- Case Study

### **Lesson 9: Establishing Performance Goals**

- Strategic Planning
- Job Analysis
- Setting Goals
- Motivation
- Case Study

### **Lesson 10: Creating a Performance Plan**

- Goals
- Desired Results
- Prioritization
- Measure
- Evaluation
- Case Study

### **Lesson 11: 360 Degree Feedback**

- What is 360 Degree Feedback?
- Vs. Traditional Performance Reviews
- The Components
- Case Study

### **Lesson 12: Wrapping Up**

- Words from the Wise
- Your Notebook

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## **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)