PROFESSIONAL DEVELOPMENT TRAINING

Performance Management and Appraisals Training

REQUEST QUOTE

1.0 DAY COURSE

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.

What You'll Gain:

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 satisfactorily manner.

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

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

Lesson 6: Motivation
- 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

Lesson 10: Creating a Performance Plan
- Goals

- Job Analysis
- Setting Goals
- Motivation
- Case Study

- 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

Talk to our expert team

Phone:

Email: