

## PERFORMANCE MANAGEMENT- APPRAISEE

### Introduction

Every organization looks at performance management as an integrated tool to enhance performance, enable career paths and multi skill employees. As part of an effective Performance Management System (PMS), self appraisal becomes a critical element. If not conducted properly, self appraisal can give a false impression about the performance of the employees leading to misunderstanding.

To help appraisee understand the process of performance management better and to derive value from appraisal discussions, it is important that they be sensitized to self appraisal, goal setting, receiving positive and negative feedback, and creating the right environment to appraise.

### Objectives

- ❖ To provide appraisee with the necessary knowledge, skills and behaviours to increase their effectiveness in the appraisal system
- ❖ To enable appraisee to receive feedback with grace
- ❖ To understand the PMS process in the organization and track their own performance

### Methodology

The program will be delivered in focused modules with lots of exercises and practice opportunities. Structured learning will be employed during the program and will include, but not be limited to Instructor led sessions, Role Plays, Games, Tests & Quizzes and Action plan for participants to work on strategizing customer focus.

### Duration

16 hours

### Batch size

Maximum 16 participants

## Program Profile

The Appraisee workshop aims at enabling participants understand how to **conduct a self appraisal** and set their **goals** based on team & organizational goals. Appraisees are taken through structured exercises in preparing for the **appraisal review meeting, accepting and giving feedback.**

Participants will analyze their own **communication** in role plays and learn to have a **meaningful appraisal conversation** with their managers

