

PERFORMANCE MANAGEMENT- APPRAISER

Introduction

Every organization looks at performance management as an integrated tool to enhance performance, enable career paths and multi skill employees. The tough task is to enable people managers to manage performances of their own team members. The appraisal system is an important part of the performance management process.

To help appraisers understand the process of performance management better, it is important that they be sensitized to some skill sets like goal setting, measuring performance, giving positive and negative feedback, receiving positive and negative feedback and creating the right environment to appraise.

Objectives

- To provide managers with the necessary knowledge, skills and behaviours to increase their effectiveness in the appraisal system
- To equip managers with the skills necessary for them to give feedback to their team members
- To improve performance and career planning in the team by providing a structured workshop which will enable managers to follow the performance management process and contribute to the organizational goal setting process.

Methodology

The modules will be delivered in focused sections with lots of exercises and practice opportunities. Structured learning will be employed during the program and will include, but are not limited to, the following:

- Instructor led sessions
- Role plays

Duration

16 hours

Batch size

Maximum 16 participants

Program Profile

PMS for Appraiser is a program that focuses on enabling the managers to understand the **process of performance management**. Managers are taken through **methods, techniques and guidelines for setting goals** and objectives for team members and **giving & receiving feedback** in a constructive manner.

Participants will understand how to maintain **objectivity in the appraisal** and **effective questioning techniques** to elicit the right information from team members. **Building morale and motivating employees, observing and measuring performance, tracking results** and conducting a **meaningful appraisal conversation** are the other highlights of the program.

