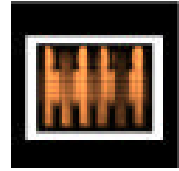


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Effective performance appraisal

Few issues in management have been the source for more anxiety than performance appraisals, both for the manager doing the appraising and the employee being appraised. Yet, formal periodic review of performance is important for employees, managers, and organizations. Ultimately, appraisals help ensure the needs of the entire enterprise are being met.

Offered in either workshop or presentation format, this session can help you learn how to conduct performance appraisals effectively and successfully... available exclusively from The WorkTrust™ Training & Speaker's Bureau. Bring along your job description and your organization's performance appraisal form if you are able.

➔ TOPIC PREVIEW:

Day One (Appraisal planning)

- Determining what to appraise
- Establishing acceptable performance expectations, standards, and measures
- Monitoring performance and providing ongoing feedback
- Types of appraisal
- Uses of appraisal outcomes

Day Two (Successful appraisal meetings)

- Effective vs. ineffective appraisals
- Eliminating bias
- Having the meeting (planning and organizing schedule, creating suitable environment, progressing through the appraisal step-by-step, dealing with problems)
- Checklist for successful appraisal meeting

➔ TARGET AUDIENCE:

Business professionals, human resources professionals, supervisors, managers, and executives who have performance appraisal responsibilities.

➔ SESSION LENGTH:

- **Option One** - 1-day workshop
- **Option Two** - 2- day workshop
- **Option Three** - 1-hour presentation (suitable for meal or conference presenta-

Participants are welcome to register for either day one only or day two only.