

Effective Performance Review

Venue Information

Venue: London UK

Place:

Start Date: 2025-07-14

End Date: 2025-07-18

Course Details

Net Fee: £4750.00

Duration: 1 week

Category ID: HRMC

Course Code: HRMC-2

Syllabus

courses Syllabus

Introduction

Unlock the potential of performance appraisal with a comprehensive blend of techniques tailored to enhance organizational effectiveness. Skilllinx presents a pioneering courses integrating cutting-edge appraisal methodologies with multicultural considerations, ensuring a robust performance management framework.

This courses delves into both theoretical insights and practical applications, with daily workshops aimed at reinforcing learning through hands-on exercises.

Highlights:

- Designing and implementing effective performance appraisal schemes
- Creating a checklist for seamless appraisal scheme execution
- Equipping managers and leaders with essential performance appraisal skills

Upon completion, participants will be able to:

- Identify various performance appraisal systems
- Articulate the significance of performance appraisal from individual and organizational perspectives
- Develop strategies for the successful implementation of appraisal systems
- Explore the role of performance appraisal in multicultural settings
- Evaluate different appraisal methods to leverage strengths and mitigate limitations

Content: Day One

The Role of Assessment & Appraisal

- Understanding the rationale behind assessment & appraisal
- Exploring the objectives of performance appraisal
- Defining appraisal criteria and trends
- Addressing challenges stemming from conflicting objectives
- Ethical considerations in performance appraisal

Day Two

Implementing a Successful Appraisal Scheme

- Contrasting formal and informal appraisal systems
- Identifying stakeholders in the appraisal process
- Garnering support from top management
- Crafting a comprehensive policy statement
- Guidelines for appraisers
- Checklist for seamless scheme implementation

Day Three

Types of Appraisal

- Exploring various methods including Ranking, Critical Incident, Forced Choice, and Narrative
- Understanding Management by Objectives (MBO)
- Leveraging Behaviourally Anchored Rating Scales (BARS) and Behavioural Observation Scales (BOS)
- Selecting the most suitable appraisal method
- Addressing challenges in rating processes

Day Four

The Appraisal Interview

- Understanding Emotional Intelligence and Feedback mechanisms
- Role-playing practice sessions for appraisal interviews

Day Five

Key Issues in Performance Appraisal & Assessment

- Exploring Assessment Centres and their role in appraisal
- Adapting performance appraisal to multicultural settings
- Best practices for addressing employee personal issues (EAP)
- Linking Talent Management with Succession Planning
- System evaluation and refinement
- Personalized action planning for continued improvement