PROFESSIONAL DEVELOPMENT TRAINING

Performance Management and Appraisals

5808 8521

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1.0 DAY COURSE

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 satisfactory manner.

This practical and engaging training course is available now throughout Hong Kong, including Central.

This Performance Management and Appraisals training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

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 satisfactory manner.

Outcomes

- Define performance management
- Examine how performance management works & the tools used to make it work
- Analyze the three phases of performance management
- Assess the effectiveness of each phase
- Implement effective goal setting & how to use goal setting as an integral part of performance management
- Practice giving feedback on performance management

- Interpret Kolb's Learning Cycle & discuss 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: The Basics (I)
- What is Performance Management?
- How Does Performance Management Work?
- Tools
- Case Study

Lesson 3: The Basics (II)
- Three Phase Process
- Assessments
- Performance Reviews
- Case Study

Lesson 4: Goal Setting
- SMART Goal Setting
- Specific Goals
- Measurable Goals
- Attainable Goals
- Realistic Goals
- Timely Goals
- Monitoring Results
- Case Study

Lesson 5: Establishing Performance Goals
- Strategic Planning
- Job Analysis
- Setting Goals
- Motivation
- Case Study

Lesson 6: 360 Degree Feedback
- What is 360 Degree Feedback?
- Vs. Traditional Performance Reviews
- The Components
- Case Study

Lesson 7: Competency Assessments
- Competency Assessment Defined
- Implementation
- Final Destination
- Case Study

Lesson 8: Kolb's Learning Cycle
- Experience
- Observation
- Conceptualization
- Experimentation
- Case Study

Lesson 9: Motivation

Lesson 10: The Performance Journal

- Key Factors
- The Motivation Organization
- Identifying Personal Motivators
- Evaluating and Adapting
- Case Study

- Record Goals and Accomplishments
- Linking with Your Employees or Managers
- Implementing a Performance Coach
- Keeping Track
- Case Study

Lesson 11: Creating a Performance Plan

- Goals
- Desired Results
- Prioritisation
- Measure
- Evaluation
- Case Study

Lesson 12: Wrapping Up

- Words from the Wise
- Your Notebook

Talk to our expert team

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