

Appraising Performance

Course Specifications

Course Number: ELK88–201ol_rev3.0

Course length: 1.0 day(s)

Course Description

Appraising Performance provides an overview of the basics of conducting performance appraisals. It provides guidelines and best practices for evaluating and improving the work performance of employees, thereby increasing quality and productivity.

Prerequisites: There are no prerequisites for this course.

Delivery Method: This course is designed for instructor-led, group paced classroom-delivery, providing students with structured hands-on activities.

Hardware/ Software Requirements

You will need:

- An overhead projector
- A whiteboard projection screen and markers
- A flip chart and markers
- Microsoft Word 2000

Performance-Based Objectives

- Establish performance expectations so that desired work results are achieved in accordance with the organization's values and quality standards.
- Write a performance appraisal so that it reflects an objective evaluation of the individual's work performance.
- Prepare for a performance appraisal discussion so that there are no barriers for an effective discussion.
- Conduct a performance appraisal so that mutual understanding and cooperation is achieved and a realistic development plan to improve future performance is prepared.
- Follow up on a performance appraisal so that future performance meets expectations.

Course Content

Lesson 1: Establishing Performance Expectations

Topic 1A: Appraise Performance

Topic 1B: Manage Performance

Topic 1C: Establish Performance Expectations

Course Outline

Lesson 2: Writing a Performance Appraisal

- Topic 2A: Avoid Common Performance Rating Errors
- Topic 2B: Gather Appraisal Information
- Topic 2C: Rate Performance
- Topic 2D: Ensure Legal Compliance

Lesson 3: Preparing for the Appraisal Discussion

- Topic 3A: Prepare the Individual
- Topic 3B: Arrange the Logistics
- Topic 3C: Prepare Yourself

Lesson 4: Conducting the Performance Appraisal Discussion

- Topic 4A: Discuss Your Ratings and Comments
- Topic 4B: Resolve Performance Problems
- Topic 4C: Cope with Discussion Difficulties
- Topic 4D: Plan for the Future

Lesson 5: Following Up

- Topic 5A: Evaluate the Effectiveness of the Appraisal Discussion
- Topic 5B: Communicate Frequently
- Topic 5C: Provide Ongoing Feedback and Coaching

Appendix A: Works Cited

References and Works CitedTopic