

HOW TO PREPARE, WRITE, AND DELIVER PERFORMANCE APPRAISALS



Gain the tools and confidence you need to write and deliver effective performance appraisals.

Surprise is one word that should never describe a performance appraisal. Consistent, personalized, measurable, results-oriented, accurate, behavioral, development, motivation, and substantiated are words that describe an effective performance appraisal. Learn the do's and don'ts of effective performance appraisals through interactive exercises and role plays; and most of all, learn the right way to make the performance appraisal a part of your process to communicate and manage your employee's performance.

Training Goals:

- ❖ **Learn** to follow a checklist before, during, and after the performance appraisal interview.
- ❖ **Assess** your performance appraisal knowledge skills.
- ❖ **Understand** the four keys of an effective performance appraisal.
- ❖ **Discover** the benefits of an effective performance appraisal as a management tool.
- ❖ **Master** the preparation and delivery of performance reviews.
- ❖ **Develop** skills of writing descriptive versus interpretative performance appraisal.
- ❖ **Learn** the difference between giving good feedback vs. poor feedback.
- ❖ **Understand** the nine qualities that should describe every performance appraisal.
- ❖ **Discover** how the performance appraisal can be a motivational tool.
- ❖ **Learn** what data should be used when writing and delivering a performance appraisal.
- ❖ **Apply** the eight keys in delivering a performance appraisal.
- ❖ **Practice** reviews for employees with above and below performance appraisals.

Course Version	½ Day 1 Day
Recommended Class sizes	15-20
Materials	Manual
Assessments	Optional
Certification	Yes

“Your can-do attitude and attention to the smallest detail in planning our programs has increased our value to our clients. You have done an outstanding job logistically and creatively coordinating our events. We will absolutely continue to utilize your services.”

– Nancy Schmitt,
Sun Microsystems