

Performance Appraisal

Course Code: AS205

Department: Advanced Skills

Description

Inspiring someone to be their best is no easy task. Just how do you manage for optimum performance? How do you create a motivating environment that encourages people to go beyond their best? In this course, delegates learn how to perform the role of an appraiser or a coach who needs to interact with employees, co-workers, team member or others to provide feedback to them. This role can be assigned to anyone including team leaders, managers, supervisors, colleagues or even staff from other departments. Whatever the role of an appraiser, this course prepares them to provide continuous and periodic feedback to appraisees. Continuous feedback is provided through regular coaching and mentoring sessions while periodic feedback is provided through appraisal meetings. Delegates learn how to ask the right questions, help appraisees to set goals and targets, how to motivate them, how to deliver difficult messages and in short how to help them to increase their productivity.

Objectives

This workshop will help you teach participants:

- Tools to help employees set and achieve goals.
- A three-phase model that will help participants prepare employees for peak performance, activate their inner motivation, and evaluate their skills.
- Motivational tools and techniques.
- Coaching methods and skills.

Outline

The Shared Management Model

To begin, participants will learn about the three-phase model that will be the focus of this course. Participants will also learn about making the employee their own internal manager.

Setting Goals

Next, participants will use a goal setting tool to set some goals for the workshop. Then, they will learn how to use this tool in the performance management process.

Phase I (Preparation)

During this session, participants will explore how to prepare the employee to go beyond their best using coaching and training. We will also talk about choosing the right person for the job and setting standards.

Phase II (Activation)

Participants will learn what the activation phase is all about, and they will learn ways to turn employees into self-motivators.

Phase III (Ongoing Evaluation)

Evaluation is a key component of managing for performance. This session will look at ongoing evaluation, particularly constructive feedback.

Phase III (Formal Evaluation)

Next, participants will learn about formal types of evaluations, including performance reviews.

Duration

15 hours

Course Administrator

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