

PERFORMANCE MANAGEMENT AND APPRAISAL

LOCATION	DURATION	No. of DELEGATES	COST per person
On-site	2 days	6 - 12	£500.00

This course will enable you to deliver thoughtful, planned and structured performance management and appraisal which will result in improved individual and team performance, heightened motivation, better management control and practical development plans for individuals

OUTLINE

Increased competition, busy-ness and pressure at work means that performance is often not managed and assessed effectively and productively.

To get the best out of individuals and teams it is necessary to plan how best to deploy and develop their skills and abilities and to continually manage and review their performance. For teams this will result in higher motivation, consistently good results and a better atmosphere in which to work. For individuals it will result in professional and personal development, increased commitment and consistently-improving performance.

Performance management and appraisal enables the manager to know what the team is capable of, what is going on at any particular time, better awareness and understanding of problems arising and what to do to solve them. It ensures knowledge of individuals and anything that might be needed to ensure their continued commitment and high-level performance.

AIM

To enable you to manage and appraise individual and team performance rigorously.

OBJECTIVES

To understand what results from good performance management and appraisal.
To analyse what is required to manage performance and be able to do it.
To have a blueprint for formal and informal appraisal.
To enable you to use performance appraisal as a developmental tool.

OUTCOMES

Understanding of what performance management is and how to do it.
Ability to plan and structure an effective appraisal session.
The necessary skills to do formal and informal appraisals.
The skills to use PM&A to build involvement and contribution.
Understanding how PM&A helps individuals take responsibility for their own performance.