Effective Performance Appraisals

Course Objectives:

This course is designed as a practical guide for leaders to conduct more productive and positive performance appraisals. It will provide the participants with an understanding of the proper procedures and techniques that should be used while conducting performance appraisals.

A performance appraisal provides an opportunity for the person who assigns the work and the person who performs it to discuss what they expect from each other and how well those expectations are being met. Leading these discussions is not always easy, but the principles and techniques for effective communication can be learned and applied by anyone.

Course Content:

The following provides an overview of the main topics to be covered in this course*:

- Preparing for a Performance Appraisal
- Characteristics of an Effective Appraiser
- Appraisal Discussion Models
- Conducting the Appraisal
- Discussing Unsatisfactory Performance
- Documenting the Appraisal Process

*All training is customized to meet the needs of associates at every level of the organization.

Additional Information:

- Typical course length is 4 – 8 hours
- For more information or to speak to an ECC Corporate Training Specialist: Call 716-851-1805.