

CONDUCTING EFFECTIVE PERFORMANCE APPRAISALS & CAREER CONVERSATIONS

BRINGING OUT THE BEST IN YOUR EMPLOYEES THROUGH A
DIFFERENTIATED PERFORMANCE CONVERSATION

Synopsis

Evaluating employees' work has always been a crucial task. Not only must you do it accurately and fairly, you also have to communicate the results of your evaluation in a way that helps employees build the skills and aptitudes they need to grow in their profession. But today, as the war for talent rages on, retaining the best employees has become an increasingly important priority – it's a concern that all managers need to be thinking about all the time.

In such a climate, assessing performance takes on added significance.

This workshop is designed for participants who are involved in performance review process. It provides the appraising managers with the essential skills, core concepts and strategies on how to prepare for and conduct a differentiated performance conversation.

Benefits of Programme

- Appreciate the value in performance process and understand the importance of driving high performance in an organization
- Understand the roles of Appraising Managers
Set realistic goals, prioritize tasks and set milestones that are challenging and achievable
- Handle human emotions and reactions to feedback
- Observe and give effective feedback
- Understand career development concepts and strategies
- Gain insight into assessing career interests, values and skills
- Coach and develop their team members to higher performance
- Prepare and deliver performance conversations using a 5-step approach
- Develop personal action plans

Who Should Attend

- Managers. Supervisors. Team Leads.

For more information, please contact:

FutureTHINK! Training & Consultancy LLP
105 Cecil Street #06-01 The Octagon. Singapore 069534.
Tel:(65)6827-9689 Fax:(65)6827-9601

Email: enquiries@futurethink.com.sg
website: www.futurethink.com.sg

©2016. All Rights Reserved. FutureTHINK! Training & Consultancy LLP