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LearnKey®
Training

Effective Performance Appraisals



Effective Performance Appraisals

1 Session –

1-2 Hours of Interactive Training

Most professional and administrative employees today do not understand how their work is evaluated. But performance appraisals are too important to leave until the last minute. The techniques outlined in this course will help you fashion a well-planned and thoughtful process for creating and conducting performance appraisals. At the conclusion of this course, you will know how to establish a work climate conducive to productive appraisals, maximize employee input and participation during an appraisal, maintain positive communication about expectations versus performance, and follow up on agreements reached.

About The Author

This is a LearnKey course based on the book Effective Performance Appraisals by Robert B. Maddux.

Robert B. Maddux is president of Maddux Associates, Consultants in Human Resources Management. He has consulted extensively with large corporations and small businesses over the past twenty years to enable the mutually effect the utilization of people in a variety of work environments. He has worked with many organizations and people in transition, and has been instrumental in facilitating the beginning of numerous new careers in business organizations and entrepreneurial ventures.

Session 1

Section A: Effective Performance Appraisals

- Introduction
- Managing Performance
- Making a Difference

Section B: Preparation

- Plan
- Goals & Standards
- Expectations

Section C: Conducting the Appraisal

- Appraisal Discussion
- Talking vs. Listening
- Asking Questions
- Giving Criticism
- Future Development

Section D: Following Up

- Management
- Written Records
- New Expectations
- Empowerment

Section E: Conclusion

- Key Points

Shadowbox Learning Services / LearnKey Canada

info@shadowbox.ca

www.shadowbox.ca

1.888.808.7919