

Performance Management System

SEMINAR OBJECTIVE: Provide details for establishing and maintaining an effective performance management system to improve organizational productivity by creating a link between organizational goals and employee performance.

SEMINAR SUBJECTS:

Establishing Performance Goals
<ul style="list-style-type: none">➤ Task and Job Analysis➤ Job Descriptions➤ Key Performance Indicators➤ Setting SMART Goals
Performance Plans
<ul style="list-style-type: none">➤ Link to mission and organizational goals➤ Describe the expected results➤ List the major responsibilities➤ Weighted objectives
Performance Appraisal Process
<ul style="list-style-type: none">➤ Establishing the rating scale➤ Pre-appraisal preparation➤ Preliminary reviews➤ Conducting the appraisal meeting
Alternative performance reviews
<ul style="list-style-type: none">➤ Manager/employee communication➤ Employee self-assessment➤ 360-degree feedback➤ Upward Assessment
Performance Appraisal Tool Kit
<ul style="list-style-type: none">➤ Job description sample/template➤ Performance appraisal sample/template➤ Performance appraisal checklist➤ Performance improvement plan➤ Employee development plan

Seminar Duration – 1 day

Cost - \$1,000