

# Plan and Manage Effective Performance Appraisal

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## BACKGROUND



An organisation's ability to be effective and competitive rests very much with the ability of its human assets or employees to deliver results. The performance appraisal system is an important process for managing talent and performance. An effectively managed performance appraisal system will match expectations and performance of the staff with the organisation's goals and objectives.

This will enable the organisation to achieve goals and targets with alignment and focus throughout the organisation. Employees will find job fulfilment and are motivated as they can relate their contributions to the organisation's achievements.

## COURSE OVERVIEW

The workshop will cover short lectures and discussions for the following topics:

- Identification of relevant goals for team to support organisation's goals.
- Setting specific and measureable job targets for the employees in support of relevant team goals.
- Performance appraisal process.
- Development of a performance appraisal plan.
- Process to deal with performance gaps.

## LEARNING OBJECTIVES

The aim of the workshop is to equip managers or supervisors, designated as Reporting Officers, with knowledge and skills to plan and conduct the performance appraisal. Participants will be guided through the respective stages for an effective performance appraisal (target setting and performance review), and development of a performance improvement plan for staff members who do not meet performance requirements. Participants who are familiar with the performance appraisal process but require focus on setting of job targets should attend the workshop to "Assess Workplace Skills and Attitudes". An effective appraisal process will enable the work team to be productive by having goals which are aligned with the organisation's goals, and be motivated to achieve the goals as they have been worked on jointly between the Reporting Officer and staff member.

# **BUSINESS FUTURE**

## **C O N S U L T I N G**

At the end of the workshop, the participant is able to plan and conduct an effective performance appraisal by:

- Setting job targets for employees in support of relevant goals identified for the team.
- Planning and conduct of regular performance appraisal reviews.
- Recommending improvements for employee's performance through interventions identified during the performance appraisal reviews.

### **LEARNING METHODOLOGY**

The workshop aims to equip participants with skills and knowledge which are relevant to their workplace so that they can apply them immediately. Besides the lectures and discussions, group activities will enable participants to apply knowledge gained to suit own organisational needs by identifying for a designated-employee's position:

- Relevant goals for employee's team to support organisation's goals.
- Specific and measureable job targets for the employee to support the team goals.
- Development of a performance appraisal plan for regular meetings to monitor and provide feedback to employee.
- Preparation of a performance improvement plan for employees who have not met job targets.

### **TARGET AUDIENCE**

Suitable for managers and supervisors who are appointed as Reporting Officers for performance appraisals. These Reporting Officers are required to set specific targets for subordinates and carry out the performance appraisal.

### **INCOMPANY COURSE DETAILS**

Course Duration - 1 day

Time – 9 am to 5 pm

Venue – Either held at client's premises or any other venue proposed by client

Any further enquiries, please contact us at  
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