

# Conducting Effective Performance Appraisals - 1 Day

**Course Description:** This one-day course will give each participant the skills to increase performance and reduce behavioral concerns through conducting performance appraisals. Techniques on confronting employees and developing an action plan to change behavior are included. The course has numerous examples and hands-on application to make sure participants are walking out with desired core competencies. At the end of the course, the participant will be able to identify the coaching methods, as well as understand numerous ways to approach a worker for the purpose of turning them around. The participant will also learn ways to document performance and behaviors which can be used as leverage with the employee and justification for performance evaluation.

## **Course Objectives:**

- Analyze reasons for performance evaluation
- Discuss qualities of good performance evaluation
- Compare old style performance evaluations to modern day
- Evaluate the barriers to documentation
- Discuss what must be documented and how
- Select and set up the performance evaluation
- Classify values for successful coaching
- Examine four methods of coaching
- Evaluate the steps in the coaching process
- Formulate seven questions to ask yourself during the evaluation process
- Define how to get prepared for a face-to-face
- Select approaches for handling unsatisfactory performance
- Analyze the different stages of one-on-one coaching and behavioral enhancement
- Assess the characteristics of successful coaching
- Evaluate how to disagree agreeably
- Discuss types of intrinsic motivation
- Discuss types of extrinsic motivation
- Evaluate common performance evaluation mistakes and how to prevent them



# Conducting Effective Performance Appraisals - 2 Day

**Course Description:** This one-day course will give each participant the skills to increase performance and reduce behavioral concerns through conducting performance appraisals. Techniques on confronting employees and developing an action plan to change behavior are included. The course has numerous examples and hands-on application to make sure participants are walking out with desired core competencies. At the end of the course, the participant will be able to identify the coaching methods, as well as understand numerous ways to approach a worker for the purpose of turning them around. The participant will also learn ways to document performance and behaviors which can be used as leverage with the employee and justification for performance evaluation.

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