

# APPRAISING PEOPLE & PERFORMANCE

## *Program Description*

*When we bring this session to your workplace, we will work with you to customize this program and will use your company's performance review in the training. We are also able to provide you with feedback about your forms and processes and can work with you to make any changes necessary.*

### **Overview:**

An organization's success can only be assured when individuals contribute their part in achieving the overall company goals. An effective, on-going performance management process is critical to making sure each team member understands his/her goals and expectations and is evaluated fairly. In this program, we will talk about the three critical pieces to managing an employee's performance and helping them achieve stellar results: expectation/goal setting, coaching, and the "formal" performance appraisal.

### **Objectives:**

As a result of this program, you should be able to:

- Explain how to manage performance as an on-going process rather than an annual event.
- Understand how to set expectations and good, SMART goals with employees.
- Describe the process for giving feedback regularly and effectively to employees.
- Determine the most helpful (legal) comments to include on an employee review.

**Length:**      Workshop: 3-4 Hours