

Effective Performance Appraisals: A Practical Guide (4th Edition)

Course Specifications

Course Number: CCT-049_rev4.0

Course Length: Self-study or Classroom Training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Course Objective: The learning objectives for Effective Performance Appraisals are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The objectives of this book are:

- To discuss principles of performance appraisals
- To give tips for conducting an appraisal
- To discuss management leadership skills

Course Content

Part 1: Are You Ready for Better Appraisals?

Objectives of Performance Appraisal
Meet Some Successes and Some Failures
Do You Put Off Performance Appraisals?
Benefits of a Well-Planned Appraisal
How Appraisals Help Employees

Part 2: Setting the Stage

Establish the Right Climate
Are You Part of the Solution or Part of the Problem?
Help Employees Find Meaning in Their Jobs and Stay on Course
Case Studies

Part 3: Preparing for More Effective Appraisals

What Is Meant by Goals and Standards?
Attitudes and Performance Appraisals
Leading a Performance Appraisal Discussion Can Be Compared to Baseball
Employee Preparation for the Appraisal
How to Get to First Base.
Manager Preparation for the Appraisal

Course Outline

- Pitfalls to Avoid
- Elements of a Successful Appraisal
- Develop an Action Plan
- How Employee Performance Directs the Appraisal
- Appraisal Discussion Models

Part 4: Conducting the Appraisal

- Beginning the Appraisal Discussion
- Getting to Second Base
- Discussing Unsatisfactory Performance
- Getting an Employee to Talk Freely
- Creating an Open Atmosphere
- Appraisal Questions
- Personal Development and Growth
- The Importance of
- Achieving Third Base
- Closing the Appraisal Discussion

Appendix

- Following Up – Three Suggestions
- Performance Appraisal Checklist for Managers
- Creating a Personal Action Plan
- Appendix to Part 2
- Appendix to Part 3
- Appendix to Part 4