

**Workshop title: Introduction to Performance Appraisals**

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**Aim:** To help managers to understand and use their organisation's performance appraisal scheme effectively

**Designed for:** Managers new to carrying out performance appraisals

**Objectives:** During the workshop, managers will

- appreciate performance appraisals as a continuous process
- determine job responsibilities and standards of performance
- identify methods of monitoring performance of key tasks in a job
- see performance appraisals as a joint development activity with staff
- learn how to carry out constructive performance appraisal meetings to benefit staff, their department and their organisation

**Method:** This workshop will be participative, using discussion, practice exercises and case studies. It will be based on the performance appraisal system and forms used by managers' own organisation to make the topics and the learning relevant and applicable.

**Content:**

**The performance appraisal process**

- \* The purpose and context of performance appraisals
- \* Performance planning and management

**Job descriptions and standards**

- \* Responsibilities and tasks, standards and targets
- \* Agree goals and measures

**Monitoring performance**

- \* Sources of information
- \* Interim reviews

**Preparation for performance appraisal meetings**

- \* Collating information and completing the performance appraisal form
- \* Practical arrangements

**The performance appraisal meeting**

- \* Questioning, listening and giving feedback
- \* Setting goals and identifying development action plans