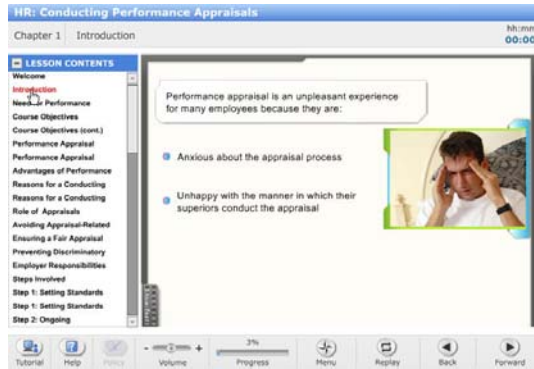


HR: Conducting Performance Appraisals

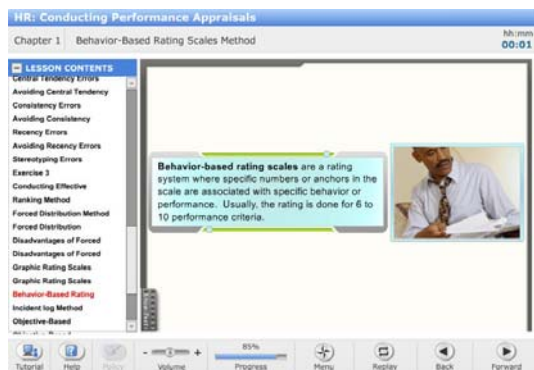
The core element of every manager's job is performance management. Effectiveness in this area is directly determined by how well the manager plans and conducts the year-round and year-end elements of the appraisal process. This course is designed to educate you about the critical elements of the performance appraisal process.



Objectives:

- Understand the purposes of performance appraisal
- Identify the critical elements of the performance appraisal process
- Identify the attributes of key individual performance standards
- Understand the application of appraisal to groups and teams
- Appreciate the role of coaching in the appraisal process
- Recognize and avoid the most common appraisal errors
- Understand the most widely used performance appraisal methods
- Understand the basics and role of the appraisal form
- Identify the factors associated with effective performance appraisal

Audience: This course is designed for all managers, regardless of organizational level. While the relative importance of the specific competencies required may differ across wide samples of managers, the basics of performance appraisal remain the same.



Primary Regulations: None

Related Regulations: None

Duration: 45-60 minutes



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