



International Training
Center Paris

TRAINING SCHEDULE

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PERFORMANCE MANAGEMENT AND APPRAISAL

Overview:

The Performance Management and Appraisal training is designed to equip managers with the skills and tools necessary to manage and evaluate employee performance effectively. The course covers key concepts, best practices, and practical techniques for creating a performance management system, setting goals and objectives, providing feedback, and conducting appraisals. Participants will learn how to identify and address performance issues, how to provide constructive feedback, and how to develop and implement a performance improvement plan.

Objectives:

- Understand the key principles and benefits of performance management
- Learn how to set goals and objectives that align with organizational goals
- Develop the skills to provide effective feedback and coaching to employees
- Identify performance issues and develop strategies to address them
- Gain an understanding of the appraisal process and best practices for conducting appraisals
- Learn how to develop and implement a performance improvement plan
- Understand the legal and ethical considerations related to performance management

At the end of the Performance Management and Appraisal training, participants will have a deep understanding of how to create and manage a performance management system that aligns with organizational goals and values. They will have the skills to provide feedback and coaching to employees, address performance issues, conduct appraisals, and develop performance improvement plans. With this knowledge and skills, managers can help their employees reach their full potential and contribute to the overall success of the organization.

Targeted Groups:

- Managers responsible for employee performance
- HR professionals overseeing performance evaluations
- Team leads focusing on performance improvement
- Leaders aiming to enhance team productivity
- Professionals interested in fair and effective appraisals

Planning:

Day 1: Introduction to Performance Management

- Overview of performance management
- Benefits of effective performance management
- Setting goals and objectives

Day 2: Providing Feedback and Coaching

- Effective communication skills for providing feedback
- Coaching techniques to improve performance
- Addressing performance issues

Day 3: Performance Appraisal Process

- Understanding the appraisal process
- Best practices for conducting appraisals
- Legal and ethical considerations

Day 4: Developing Performance Improvement Plans

- Identifying areas for improvement
- Developing a performance improvement plan
- Monitoring and evaluating performance

Day 5: Implementing Performance Management System

- Implementing a performance management system
- Continuous improvement of the performance management system
- Final assessment and evaluation