

APPRAISING PERFORMANCE

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$299**

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Class Outline:

Performance-Based Objectives:

- Establish performance expectations so that desired work results are achieved in accordance with the organization's values and quality standards.
- Write a performance appraisal so that it reflects an objective evaluation of the individual's work performance.
- Prepare for a performance appraisal discussion so that there are no barriers for an effective discussion.
- Conduct a performance appraisal so that mutual understanding and cooperation is achieved and a realistic development plan to improve future performance is prepared.
- Follow up on a performance appraisal so that future performance meets expectations.

Course Content:

Lesson 1: Establishing Performance Expectations

Topic 1A: Appraise Performance

Topic 1B: Manage Performance

Topic 1C: Establish Performance Expectations

Lesson 2: Writing a Performance Appraisal

Topic 2A: Avoid Common Performance Rating Errors

Topic 2B: Gather Appraisal Information

Topic 2C: Rate Performance

Topic 2D: Ensure Legal Compliance

Lesson 3: Preparing for the Appraisal Discussion

Topic 3A: Prepare the Individual

Topic 3B: Arrange the Logistics

Topic 3C: Prepare Yourself

Lesson 4: Conducting the Performance Appraisal Discussion

Topic 4A: Discuss Your Ratings and Comments

Topic 4B: Resolve Performance Problems

Topic 4C: Cope with Discussion Difficulties

Topic 4D: Plan for the Future

Lesson 5: Following Up

Topic 5A: Evaluate the Effectiveness of the Appraisal Discussion

Topic 5B: Communicate Frequently

Topic 5C: Provide Ongoing Feedback and Coaching

Appendix A: Works Cited

References and Works CitedTopic