

# PERFORMANCE APPRAISAL FOR EMPLOYEES

## PURPOSE:

Performance Appraisal by its very nature is loaded in favour of the manager/supervisor/team leader. He/She determines the rating, the salary increase (if any) and the appraisee's career prospects. This seminar helps to bring more balance to the process. The skills provided will make the process less threatening and more productive for employees. It will also demonstrate to employees that the organization is interested in their active participation in the performance appraisal process.

## SEMINAR OUTLINE:

### INTRODUCTION

- Background
- What is performance appraisal?
- DVD
- Findings of employee comments survey
- Individual and team tasks

### DEFENSIVE COMMUNICATION

- Definition
- Defensive communication and how to deal with it
- DVD

- How to receive work assignments effectively

### FEEDBACK

- What is feedback?
- Why it is important
- Why it is not always given
- How to receive feedback effectively

### ASSESSMENT

- Critical incidents
- Practical applications
- Individual task

### PERFORMANCE MANAGEMENT INTERVIEW

- Pre-interview preparation
- Participating the interview
- Post-interview activities
- DVD
- Case Study

### ROLE PLAYS

- Practice interviews

**DURATION - 1 DAY**

### SEMINAR LEADER

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