

## CONDUCTING PERFORMANCE APPRAISALS

<b>Behavioral Expectations:</b>	<b>Module Outline:</b>
<ul style="list-style-type: none"> <li>• Understand the elements of a successful performance appraisal program</li> <li>• Explain the three categories of measurements of performance</li> <li>• Conduct a performance appraisal following the eight step model</li> <li>• Follow the steps to making performance appraisals more motivating</li> <li>• Identify performance appraisal pitfalls</li> </ul>	<p><b>Prerequisites: None</b> <b>Schedule: Half-Day Session</b></p> <p><b>Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• <b>The Standards of Performance</b> What to measure How to measure</li> <li>• <b>Four Basic Reasons for Appraising an Employee's Performance</b></li> <li>• <b>Eight Step Model for Conducting Appraisal Interviews</b></li> <li>• <b>How to Improve Productivity and Morale</b></li> <li>• <b>Concerns of the "Rater" and the "Rated"</b></li> <li>• <b>Performance Appraisal Pitfalls</b></li> <li>• <b>Legal Concerns</b></li> <li>• <b>Evaluation Forms</b></li> <li>• <b>Conducting the Evaluation</b></li> </ul> <p><b>Key Learning Points:</b></p> <ol style="list-style-type: none"> <li>1. Understand the difference between a job description and performance standards.</li> <li>2. Apply the eight step model for conducting performance appraisals to improve productivity and morale.</li> <li>3. Learn how to avoid performance appraisal pitfalls so they don't sabotage your program.</li> </ol>