

# APPRAISING PERFORMANCE

Course Code: 100945

Learn how to be effective and efficient while appraising your team.

Appraising Performance is a dynamic live, full-day course that gives you the skills to conduct performance appraisals. You will also be provided with guidelines and best practices for evaluating and improving the work performance of employees, thereby increasing quality and productivity.

## What You'll Learn

- 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.

## Who Needs to Attend

All professionals who are responsible for appraising the performance of those they manage.

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VIRTUAL CLASSROOM LIVE

\$745 USD

1 Day

## Virtual Classroom Live Outline

### Establishing Performance Expectations

- Appraise Performance
- Manage Performance
- Establish Performance Expectations

### Writing a Performance Appraisal

- Avoid Common Performance Rating Errors
- Gather Appraisal Information
- Rate Performance
- Ensure Legal Compliance

### Preparing for the Appraisal Discussion

- Prepare the Individual
- Arrange the Logistics
- Prepare Yourself

### Conducting the Performance Appraisal Discussion

- Discuss Your Ratings and Comments
- Resolve Performance Problems
- Cope with Discussion Difficulties
- Plan for the Future

### Following Up

- Evaluate the Effectiveness of the Appraisal
- Discussion
- Communicate Frequently
- Provide Ongoing Feedback and Coaching

Aug 12 - 12, 2025 | 10:00 AM - 4:00 PM EST

Nov 10 - 10, 2025 | 10:00 AM - 4:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

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Date created: 7/1/2025 4:36:15 PM

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