

Performance Appraisal

Performance appraisal (PA) is a key part of an organization's performance management system. It is a time where managers, supervisors and staff come together to evaluate the performance against a number of objectives. Through this course the participants will acquire the approaches and tools to conduct appraisals that are focused on strengthening the links between individual and organizational performance, reinforcing constructive performance communication, and establishing the conditions for performance improvement.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Identify the main obstacles to effective performance appraisal
- Understand the nature of the performance appraisal process
- Understand a range of techniques that can be applied in performance appraisal
- Use these techniques to build an effective performance appraisal system
- Explain the benefits of having an effective performance appraisal system

Who Should Attend

Middle to high level staff such as:

- Managers, supervisors and staff that would like to acquire knowledge of performance management and put into practice a performance appraisal system.

Prerequisites

- The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Course Outline

- Introduction
- Performance Appraisal Process
- Benefits of Appraisals
- Communication Skills
- The Appraisal
- The Appraisal Discussion

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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