

# Course Outlines

Course Name	<b>Performance Management and Appraisal</b>
Conducted By	Techno Management
Duration:	2 Days
Preparations	Classroom with a Data Show and whiteboard or flipchart
Audience	All managers involved in Human Resources Management
Pre-Requisites	None
General Notes	None

## **Performance Management and Appraisal**

### **Course Contents**

#### **Course Description**

Human resource departments today are being called upon to make greater, more measurable contributions to their organization's bottom line. Few HR efforts are seen to contribute more to an organization's productivity and profitability than a comprehensive, effective performance management system.

#### **Course Outlines**

1. Purpose of Performance Appraisal
2. Concept of Performance Appraisal
3. Advantages for Employees
4. Advantages for Managers
5. What is needed to make the program work?
6. Rights & Responsibilities
7. Effective Performance Plan
8. The Five Phases of the Program
  - o Planning
  - o Tracking
  - o Evaluating
  - o Rewarding
  - o Developing
9. The process overview
10. Rating Definition & ideal Distribution
11. Evaluation Guide
12. Frequency & Timing
13. Below standard Performer
14. SMART GOALS

#### **Audience**

HR professionals and managers responsible for implementing or managing performance management and/or appraisal systems within their organizations

#### **Course Timing**

1. Course duration is 2 days (16 hours)
2. Duration is from 9:00 am to 4:00 pm with one hour lunch break and two half an hour coffee breaks.