

Create an Impactful and Effective Performance Appraisal Process (1 Day)

In today's environment where a talent shortage has combined with new demands from an emerging global economy, attracting and developing talent has become critical. The annual Performance Appraisal Process provides companies with several ways to identify development opportunities for your employees.

Performance Appraisal (Management) is a partnered approach between a leader and the individual employee. Performance objectives established at the beginning of the year are evaluated during the mid-year and end-year stages of the performance review cycle. An impactful and qualitative assessment requires open dialogue to take place between the manager and employee. Discussions with the employees about their individual strengths and development needs can help to identify developmental experiences that would help employees enhance their performance in their present assignments or prepare them for opportunities that might interest them. With a clear performance appraisal system in place with the proper support mechanisms, employees in turn will learn to trust the system. This helps in talent (staff) retention and in the organization achieving better performance.

What you will learn

This session aims to provide participants with:

- A qualitative understanding and application of Performance Appraisal (Management):
 - Identify the relationship of Performance Appraisal (Management) with the business strategy & goals
 - Performance Appraisal versus Performance Assessment
 - Performance Coaching
 - Employee development & career goals
 - How to connect performance management to the compensation strategy of the organization.
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Course Outline

- What is Performance Development and how is it related to Performance Appraisal.
- Different types of performance appraisal / assessment system, performance rating methodologies and setting the timelines.
- The Performance Appraisal (Management) process:
 - Performance planning – business objectives and individual objectives using the SMART criteria.
 - Performance reviews and preparation - self-assessment, peer review/feedback, multi-rater, final review during mid-year and end-year.
 - Performance feedback and coaching.
 - Performance ratings and calibration – why and how to facilitate the process.
 - Communicate performance ratings
- Link performance to the company's total rewards (merit increment and/or bonus) structure.
- Role of employee, manager, next-level manager and Human Resource.
- Link and integrate Performance Appraisal (Management) to the Talent Management / Succession Planning process of the company.
- Managing top performers, average performers and poor performers with a conscious sensitivity.
- Create development plans for the different target groups?
- Best practices in Performance Appraisal (Management) – prepare managers, prepare employees, process clarity.

Methodology

We will employ a combination of lectures, case studies and group discussions to provide for an impactful learning experience.

Who Should Attend

HR Managers, HR Executives, HR Business Partners, Line Managers, Team Leaders and those who are interested to know more about performance management.

Workshop Trainer (Jude Teo)

With well over 20 years of extensive hands-on Human Resource experience in the Pharmaceutical, Petrochemical, Electronic and Medical Devices / Instruments and Aerospace Industry, Jude is experienced in all aspects of human resources including the setting up of new HR departments, the recruitment & selection process, compensation and benefits, performance management, development of effective HR policies, development of HR work flow processes and Organizational Development.

Prior to starting his own consulting firm, Jude served as the Head of Human Resources for various multinational companies from the pharmaceutical, chemicals and medical instrument companies. He had also successfully led several new multinational start-up projects formulating HR & HRD Strategies and Policies to support new business needs of the Company and ensuring the Employment Act and relevant government regulatory requirements are met.

He has a wealth of knowledge and experience in HR and co-founded The HR III Pte. Ltd. To provide professional and reliable training, recruitment and human resource cost effective services to companies.

Administrative Details

Course Time	1 day (9:00 – 5:00pm)
Course Fees	S\$ 550 nett. (GST is not applicable) It includes course materials, tea breaks and lunch.
Class Size	Min 5 to start class
Venue	167 Jalan Bukit Merah Tower 4 #02-14 Connection One Singapore 150167 (Note: Venue may be subject to change)
Online Registration	www.hr3.com.sg
