

## Rhema Performance Management Courses

**Course Title:** Performance Appraisal Skills

**Duration:** Two Days

### Course Objectives:

As a result of this course you will be able to:

- Plan and structure Performance Appraisal Meetings
- Review the performance of your staff to ensure that their performance measures and individual objectives are met
- Provide constructive feedback
- Use coaching skills to improve and develop a person's performance
- Use a satisfaction management process to increase people's job satisfaction

### Course Content:

- The Performance Management Process
- Preparing for and structuring Performance Appraisal Meetings
- Appraising performance standards and individual objectives
- Providing constructive feedback
- Identifying and agreeing performance problems and development needs
- Creating personal development plans
- Using a Satisfaction Management Process to increase a person's job satisfaction
- Effective coaching skills
- Completing Performance Appraisal documentation