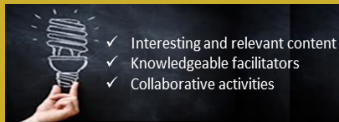


Managing Employee Performance and Performance Appraisals

Learning Methodology

All our training courses are designed to fully engage the participants by maximising active learning opportunities. This allows participants to better identify with, and come to a deeper understanding of, the subject matter.

Several elements are involved in active learning. Developing strategies to target these elements forms an essential part of our training design.



We work closely with you to ensure that our courses are tailored to be relevant to your employees. This includes course duration, learning outcomes and course content.

Collaborative activities include discussion, case studies, group problem solving and skills practice.

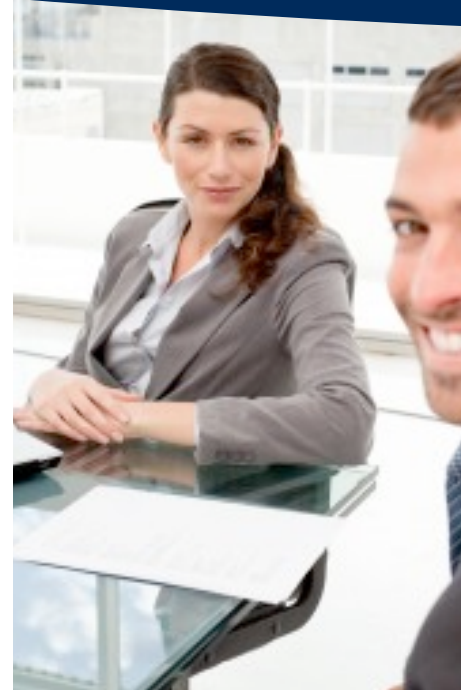


Aim

Managing Employee Performance and Performance Appraisal Training helps to link people to performance and organisational success. The course is delivered in-house for your organisation and will:

- create clarity about what successful performance looks like for an organisation; and
- align conversations and processes to ensure that everyone in an organisation works effectively to achieve that success.

The course is tailored to include your specific organisational or industry requirement so that participants will be able to confidently apply their learnings immediately in the workplace.



Objectives

On completion of the course participants will be able to:

- Describe the principles, basic concepts and techniques of managing performance effectively;
- Explain performance management processes to improve both individual and team performance;
- Explain the objectives of performance management;
- Describe how performance appraisals will better equip managers to improve performance within the organisation; and
- Apply the skills to improve employee and team performance to achieve positive results with employees.

Who could attend?

- Line managers, supervisors and human resources managers, consultants and support staff.

"It was so nice to meet you yesterday and thank you so much for stepping in at the 11th hour. You did a fantastic job as the evaluations show!"

I would love the opportunity to work with you again in the future."

Jackie Breasley,

Professional Development Coordinator, National Disability Services WA

Managing Employee Performance and Performance Appraisals

Course Duration: ½ day or 1 day

Course Outline

Our Managing Employee Performance and Performance Appraisals Training course covers:

Managing Employee Performance

- Components of performance management
- Setting meaningful expectations
- Evaluating and identifying performance / issues
- Effective feedback techniques
- Establishing possible causes of any performance issues
- Appropriate resolution activities
- Legal considerations and procedural fairness.

Performance Appraisals



- Planning and preparing for the appraisal
- Conducting the appraisal and facilitating agreement
- Identifying environmental barriers impacting on performance
- Identifying training and development needs, and completing a development plan
- Following up

**Due to time constraints, half-day courses include limited opportunities for participant skills practice.*

Course Materials

All participants will receive comprehensive course notes for future reference.



Price Consulting Group

WA owned and operated, Price Consulting Group has been providing professional human resource consulting and training services to government, corporate and private organisations for over 17 years. We specialise in human resource management and the design, development and presentation of quality training courses for both management and staff.

We are committed to helping organisations achieve greater results and success through training and effective HR management. Our aim is to develop a strong partnership with you so we can understand your organisation and provide cost-effective and innovative solutions that meet your unique needs.

We have a team of highly skilled and experienced consultants who bring their knowledge and passion for their work into your organisation. We carefully match consultants to work assignments so that you will have the benefit of dealing with an industry expert – no matter how large or small your team, you will be treated like a ‘big fish in a small pond’.

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- ♦ Recruitment & selection
- ♦ Training, facilitation & workshops
- ♦ Employee relations

Contact us to discuss your needs and for a comprehensive quote on (08) 9261 7738 or info@priceconsulting.com.au