



MAESTRO
CONSULTANTS

PERFORMANCE MANAGEMENT FROM GOAL SETTING TO APPRAISAL

COURSE OUTLINE 2020

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TRAINING TITLE

PERFORMANCE MANAGEMENT FROM GOAL SETTING TO APPRAISAL

VENUE

Dubai, UAE

DURATION

5 Days

DATES

30 August - 03 September 2020

PRICE

US\$4,000 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet daily.

TRAINING INTRODUCTION

Performance management is a journey to the brighter future of any organization. But research shows that poor achievement of organizational goals occurs as a result of lacking of effective performance management and appraisal system. The idea simply revolves around the concept that what cannot be appraised cannot be improved. Some managers may still think that the concept of performance management appraisal (or review) is another unnecessary management burden. But research proved that performance appraisal process can provide significant benefits to any type of organizations of any size operating in any field.

This workshop will provide delegates with tools and techniques to not only measure and appraise their organization's performance but to improve it.

TRAINING OBJECTIVES

Upon completion of the course you will be able to understand:

- What a "perfect" performance management system looks like and how to create an ideal system for your organization.
- What an ideal performance appraisal form should include and how to design a performance appraisal form that everyone understands and supports.
- To identify and gain agreement on an individual's key job responsibilities.
- To help people set challenging, meaningful goals and how to measure their achievement.
- To motivate superior performance.

- To determine an individual's potential.
- To solve people problems quickly, confidently and permanently.
- To conduct a successful performance improvement discussion that produces a genuine and sustained commitment to change.
- To evaluate an individual's strengths and weaknesses, particularly in hard-to-evaluate professional and knowledge-worker jobs.
- To discuss a performance evaluation in a way that removes defensiveness, builds good relationships, and leads to genuine change.
- To build understanding and support for excellence in performance management throughout the organization.

TRAINING AUDIENCE

- Managers, Supervisors, First Line Managers, Team Leaders, Project Managers, and anyone who will ever be involved in the development, implementation and management of a performance management system.
- Anyone who will be involved in conducting performance appraisal.

COURSE OUTLINE

- The Challenges of Organizational Effectiveness
- Values and Competencies
- Creating and Sustaining Values and Core Competencies
- Motivation and Creation of Job Satisfaction
- Managing Change
- Performance Management and Appraisal – An Overview
- Appraisal System – An Overview
- Performance Change Management
- The Organizational Appraisal Culture
- Appraisal System Roles and Responsibilities
- Organizational Performance Management
- Appraisal Policy
- The Purpose of Performance Appraisal
- How Do You Evaluate Performance?
- Conducting Performance Appraisal
- Appraisal Interviews
- Effective Influencing
- Coaching and Appraisal

- Empowerment
- Guidelines for Performance Appraisals
- Developing thoughts and ideas for the application of the performance management system at workplace.

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.