

Description

The performance appraisals program provides an overview for using performance appraisals as a tool in performance management. Performance management is a process that allows a leader and an associate the opportunity to manage the performance of the associate. Performance management includes:

- Initial exchange of expectations,
- Ongoing performance feedback,
- Semi-annual reviews, and
- Performance appraisals.

Objectives

After your training program, the participants should be able to:

- Explain the difference between performance appraisals and performance management.
- Describe the components of performance management.
- Discuss the biases that interfere with providing objective performance feedback.
- Create an effective performance appraisal for an associate performing at any level of the expected performance.

Audience

This program is designed for leaders at all levels within the organization. The content can also be adapted to help associates manage their performance.

Requirements

There is no regulatory requirement for employers to provide training on performance management.