



***Appraisals that are well managed lead to a focused and motivated workforce that achieve business results and increase profitability***

## 7 Steps to Effective Appraisals and Performance Reviews

### KEY POINTS

Methods of measuring performance include:

- Setting Objectives
- Performance Standards
- Key Performance Indicators
- Competency based

You may currently be using either one or a combination of the above.

Come along to find out the advantages and disadvantages of each.

The appraisal outcomes will give a plan for future development and training needs.

Performance and training needs will be linked directly to the business objectives.

Does your performance monitoring system meet your requirements, both in terms of ease of use and effectiveness, or do your people just go through the motions?

### What to do next.....?

We can work with you to design your Appraisal System.

### Why attend?

We discuss the benefits of appraisals in meeting the organisation's objectives, improving motivation and identify ways of directly improving the performance of your people.

The interview process enables you to explore and agree areas that meet objectives as well as those that require further improvements.

The **success of your organisation** is dependent upon the skills of your Management team in using effective interview techniques.

So what constitutes performance and how is it measured?

- Agreeing realistic performance objectives
- Identifying performance standards
- Developing skills and competencies
- Developing interpersonal skills and effective working relationships
- Identifying and developing the potential of your people

All of the above will **directly improve your business performance** through using the Seven Steps:-

- ◆ **Consistency** - throughout your organisation
- ◆ **Compliance** - all have the opportunity
- ◆ **Communication** - Managers explore all avenues to improve
- ◆ **Commitment** - not just a process!
- ◆ **Creativity** - new ways to improve
- ◆ **Continuous** - not just once a year!
- ◆ **Courage** - to explore potential

Find out more by contacting us.