

Webinar on

Performance Appraisals Done Right

Date : August 18, 2021

• Areas Covered

- Importance of a Performance Appraisal, Objectives of the Appraisal*
- Characteristics of an effective review, Process Review*
- Most Common Mistakes and how to avoid them*
- Evaluate Performance Objectively*
- Plan and Write the Performance Appraisals*
- Deliver the appraisal*
- Handling emotions during the appraisal*



You will learn how to overcome the most common challenges when writing a performance appraisal to get the results you are looking for.

PRESENTED BY:

Audrey Halpern - is a soft skills training facilitator consultant with 20+ years of experience. Audrey is currently a faculty member of the American Management Association.

Date : August 18, 2021

Time : 01 : 00 PM EST

Duration : 60 Minutes

Price: \$149

Webinar Description

Sitting down to conduct an employee performance evaluation with a staff member is the part of the appraisal process most managers dread. But the session doesn't have to be tense or uncomfortable. If you're relying solely on your memory when writing employee reviews, you're making employee performance evaluation far more difficult than necessary.



Why Should You Attend ?

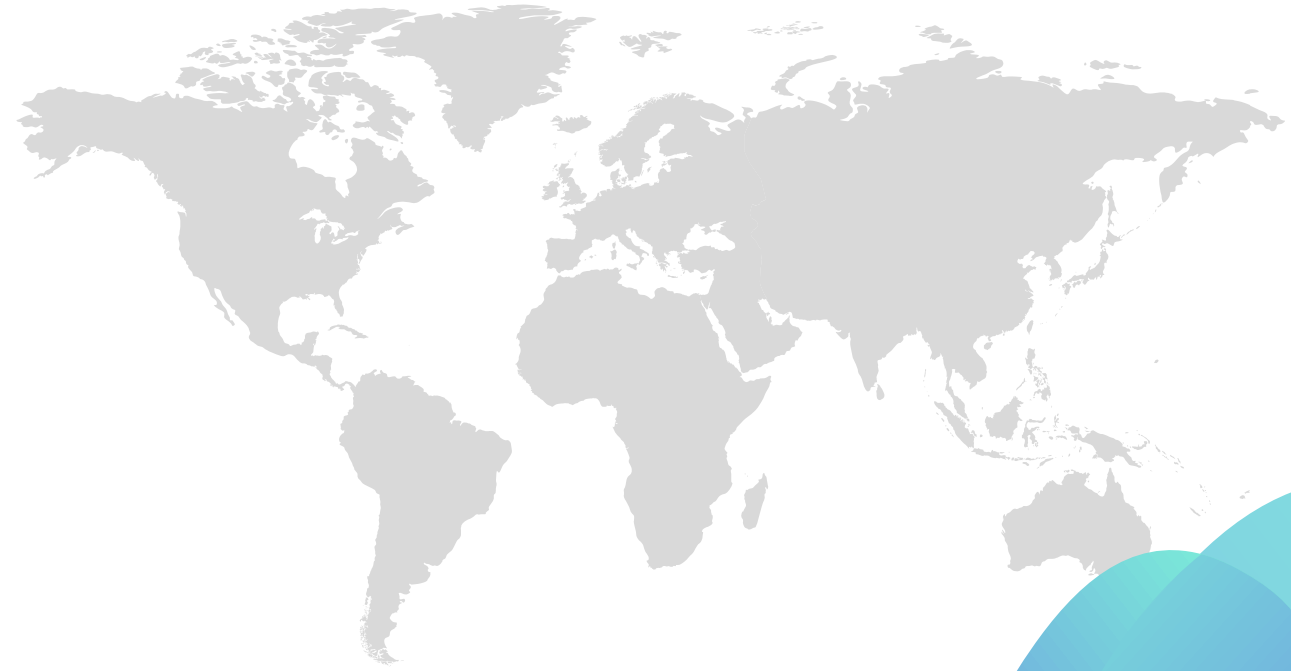
Performance appraisals can be compared to an annual check-up: an honest assessment of how your employees are doing. By their nature, appraisals are subjective – they are an opinion of how someone has performed relying on the judgment of the individual team leader/ manager.

Performance Appraisal can be done with the following objectives in mind:

- To maintain records in order to determine compensation packages, wage structure, salary raises, etc.*
- To identify the strengths and weaknesses of employees to place the right men on the right job*



- *To maintain and assess the potential present in a person for further growth and development*
- *To provide feedback to employees regarding their performance and related status*
- *It serves as a basis for influencing the working habits of the employees. So why is it so difficult to give critical feedback, especially within appraisal interviews?*
- *You will learn how to overcome the most common challenges when writing a performance appraisal to get the results you are looking for*



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