

## APPRAISING PERFORMANCE

**Course duration:** 2 days

**Fee:** Le1,000,000

### Study method

The course is interactive and participants are actively engaged in the learning process. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges in life and at work.

### Course overview

Most organisations undervalue the performance appraisal process and treat it like it is an activity that is done for the sole purpose of determining whether or not an employee is entitled to a pay rise. Supervisors tend to pay more attention to technical tasks, do not make time for the appraisal process and pass on their responsibilities to the human resources department. Appraisers have inadequate communication skills needed for providing feedback and engaging in open conversations with staff members regarding the outcome of their performance appraisals. This course provides the skills required to conduct performance appraisals effectively.

### Learning outcomes

After the course, participants will be able to:

- Describe common issues related to performance appraisal.  
Explain the importance of performance appraisal.
- Describe the process of performance appraisal.
- Describe the content of an effective performance appraisal form.
- Explain how to conduct effective meetings with staff regarding the outcome of their performance appraisal.
- Describe how to establish the proper environment for a performance appraisal system for their companies.

### Course content

Unit	Content
1	Common issues with performance appraisal
2	The purpose and benefits of performance appraisal
3	The performance appraisal process and necessary tools
4	Establishing the proper environment for establishing a successful performance appraisal

**Targeted participants**

This course is designed for supervisors or managers who have staff reporting directly to them. Human resources staff who coordinate performance appraisals are also encouraged to attend, to ensure they thoroughly understand the performance appraisal process and the responsibilities of all the parties involved.

**Benefits of studying at JobSearch**

- Trainers are knowledgeable and are trained to train adults
- Environment conducive to learning
- Special attention throughout the course
- Career advice and counselling

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