

# HOW TO DO EFFECTIVE PERFORMANCE APPRAISALS

Workshop - 3 hours **\$215.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

To achieve results, individuals and teams need to know what is expected of them, and what good performance looks like. Evaluating accomplishment, creating track record for career planning are a basis to develop clear goals and objectives for the future.

## WHO SHOULD ATTEND:

- ▶ Team leaders, managers and supervisors who need to conduct performance reviews and interviews.
- ▶ HR Professionals developing performance management systems for their workplace.

## BENEFITS:

- ▶ Gain confidence in preparing for and conducting interviews.
- ▶ Ensure performance review process has a real impact (not just going through the motions).
- ▶ Develop a learning and development plan.

## Topics:

- ▶ The performance management cycle
- ▶ Linking vision and business plans
- ▶ Determining KPI's and setting performance goals
- ▶ Measuring success.
- ▶ Guidelines for performance review interviews
- ▶ Involve staff to understand and support the process
- ▶ Giving feedback
- ▶ How to deliver tough messages
- ▶ Performance coaching
- ▶ Examples of performance review documents and forms.

## REGISTRATIONS

Contact Natalie on 869-1445

Email: [gistraining@bdo.co.nz](mailto:gistraining@bdo.co.nz)

Online: [www.buseducation.com](http://www.buseducation.com)

## IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

## CANCELLATION POLICY

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.