

Performance Appraisals: Tools for Increasing Results

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For many managers and supervisors, performance appraisals are an uncomfortable undertaking. With so many priorities being juggled, reviews are sometimes put aside until the last moment. As a result, appraisals are often hastily completed and delivered.

However, managers and supervisors must understand that most of their rewards are based on what their employees accomplish. Performance appraisals can be a powerful developmental and motivational tool, and in this course you will learn how to chart the course of your work team for an entire year, and perhaps even beyond.

You have no greater resource than your employees. *Performance Appraisals* will help you maximize that precious resource.

“Appraisals are always difficult, but this course gave me ideas to make them easier and more productive.”

*Mark Wolford
Senior Project Manager
Koll Construction*

You Will Learn To:

- Use performance appraisals as a developmental tool
- Set well-defined performance objectives
- Appreciate why preparation and documentation are so critical
- Recognize and avoid the pitfalls of performance appraisal interviews
- Select effective strategies to administer performance appraisals, including the proper setting and tone

You Will Benefit By:

- Writing objective, meaningful performance appraisals
- Conducting compelling, interactive performance appraisal interviews that will positively impact employee productivity