

EVALUATING YOUR EMPLOYEES PERFORMANCES

 **Dates and duration to be agreed upon**

 **Location to be agreed**

Please contact us for a personalised quote



OBJECTIVES

- Master the approach and tools to evaluate skills and performances.
- Be capable of preparing and conducting a performance review.



THE BENEFITS OF YOUR TRAINING

- Importance given to exchanging experiences, practical work and case studies;



TARGET AUDIENCE

HR managers.



GOOD TO KNOW

Exemple de programme réalisable en 5 jours



EDUCATIONAL PROGRAMME

Module 1

Evaluating skills and performances

- Measuring the effectiveness of the current system and its coherence with the structure's strategy and directions.
- Developing the system to evaluate personnel's performance and motivation.
- Issues and conditions of implementing an evaluation system.
- Methods of evaluating skills, potential and performances.
- Evaluating managers.



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Module 2

Preparing and conducting the performance review

- The evaluation system's tools.
- Analysing the various appraisal forms.
- How to set objectives for your employees.
- How to make the evaluation more objective.
- Techniques on conducting the appraisal interview.



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Module 3

Sustaining the evaluation system

- Using interview material, following up, providing reports, the dashboard.
- Connections between personnel evaluation and other human resource processes.
- Involving the directors.



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Prerequisites : Have held or currently hold a position related to the training theme