

Performance Appraisal Training For Managers

Duration: 5 Days

Language: en

Course Code: MG1-124

Objective

Upon completion of this course, participants will be able to:

- Provide managers with an understanding of the purpose and benefits of performance appraisals.
- Develop skills for setting clear, measurable performance goals.
- Teach effective techniques for delivering constructive feedback.
- Enable managers to address underperformance sensitively and effectively.
- Prepare managers to conduct appraisals that align employee development with organisational goals.

Audience

This course is ideal for:

- Line managers and team leaders responsible for conducting performance appraisals
- Human Resources professionals supporting managers in appraisal processes
- Senior managers seeking to improve organisational performance management practices
- Professionals aspiring to leadership roles who want to build their appraisal skills

Training Methodology

This training course adopts an engaging and practical learning approach, combining instructor-led sessions with interactive workshops. Participants will gain theoretical knowledge through lectures, while hands-on activities such as role-playing exercises and scenario analysis provide practical application.

Real-world case studies will be used to illustrate best practices and common pitfalls in performance appraisals. Participants will practise structuring and conducting appraisal meetings, delivering feedback, and addressing underperformance in a supportive environment.

The course includes self-assessment exercises and peer feedback to enhance learning outcomes. Participants will receive templates and tools, such as performance appraisal forms and feedback guides, to apply directly in their workplace. Trainers will provide personalised feedback and recommendations to help participants refine their appraisal techniques.

Summary

Performance appraisals are a cornerstone of effective talent management, fostering employee growth, motivation, and alignment with organisational objectives. The "Performance Appraisal Training for Managers" course is designed to equip managers with the skills and strategies necessary to conduct effective and constructive appraisals that drive performance improvement and employee engagement. This course focuses on fostering a culture of open communication, continuous feedback, and mutual trust.

Participants will explore the full cycle of performance appraisals, from setting clear, measurable objectives to providing actionable feedback and identifying development opportunities. The training highlights best practices for overcoming common challenges, such as handling difficult conversations and addressing underperformance with sensitivity. Participants will also learn to leverage performance appraisal tools and frameworks that align with organisational goals.

Through a blend of theory and practical application, the course prepares managers to conduct appraisals that are not only evaluative but also developmental. Role-playing exercises, case studies, and scenario-based activities enable participants to practise real-world skills, ensuring they leave the training with the confidence to lead meaningful performance discussions.

This course is ideal for managers seeking to enhance their leadership capabilities, improve team performance, and contribute to organisational success by fostering a high-performance culture. By the end of the training, participants will understand how to conduct performance appraisals that inspire employees, build stronger teams, and achieve strategic objectives.

Course Content & Outline

Section 1: Introduction to Performance Appraisals

- The role of performance appraisals in employee and organisational success
- Key objectives and benefits of appraisals
- Common challenges and how to overcome them

Section 2: Setting Goals and Expectations

- Establishing SMART objectives for employees
- Aligning individual goals with organisational strategy
- Communicating expectations clearly and effectively

Section 3: Conducting Effective Appraisals

- Structuring the Performance Appraisal Meeting
- Techniques for active listening and effective questioning
- Creating a collaborative environment for performance discussions

Section 4: Providing Constructive Feedback

- The art of giving balanced and actionable feedback
- Handling difficult conversations with empathy and professionalism
- Encouraging employee self-assessment and participation

Section 5: Addressing Underperformance

- Identifying root causes of underperformance
- Developing improvement plans and setting follow-up actions
- Strategies for motivating employees to achieve their potential

Section 6: Leveraging Appraisal Tools and Frameworks

- Introduction to common performance appraisal tools and software
- Using appraisal frameworks for consistent evaluations
- Documenting appraisals for accountability and future planning

Section 7: Linking Appraisals to Employee Development

- Identifying training and development opportunities
- Building career progression plans based on appraisal outcomes
- Fostering a culture of continuous improvement and learning

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Management & Leadership

Tags

Performance Management, Appraisal, Line Manager

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