XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Performance Appraisal Training Course for Managers

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
17 – 21 May 2027	Live online	Online (live)	€1,200
22 – 26 Nov 2027	Live online	Online (live)	€1,200
27 – 31 Dec 2027	Bahrain	Classroom	€5,500

Register or ask a question

Online: staging.x8ti.com/course/performance-appraisal-training-course-for-ma…

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Performance Appraisal Training Course for Managers

Introduction

Introduction

Performance Appraisal is an annual review cycle of an employee's performance at the job and his/her contribution to the company. It is known by different names across the industry- Annual Review, performance review, evaluation or employee appraisal. The cycle of conducting the performance appraisal varies in every company. The appraisals can be conducted annually, semi-annually, or quarterly.

A Performance Appraisal is used by the company for several purposes-

(a) to give a bigger picture of the contribution by the employee

(b) to justify the hike in salaries and bonuses

(c) to offer learning and developmental plans

In the extremely competitive and volatile market of today, the managers are required to showcase their expertise in conducting performance appraisals, especially because of the human emotions, and the sensitivities involved.

On the one hand, the employee starts thinking of changing the job as soon as the appraisal cycle starts. On the other hand, the managers fear that some employees would start getting disinterested at work or might leave, i.e., in case they do not give them the increment the team member ask for, irrespective of their performance.

The key to success during performance review discussion lies in the ability of the managers to get to a buy-in from their team members, which would be possible when they provide constructive feedback on their performance, thus, alleviating the attrition rate in the team and company.

This course on performance Appraisal by Xcelerate Training Institute will help the managers to have powerful dialogues while leading performance review. It will also help the managers to objectively determine which employees have contributed the most to the company's growth, review progress and reward the high achievers.

Learning Objectives

- Improve and understand the transactions of the managers with their team
- Look at alternates to better their conversations with their team
- Increase the effectiveness of their transactions
- To equip the managers with the skills required for a healthy dialogue
- Understand the differentiation between a coach and a mentor
- Learn and use the different methods to act as a coach and mentor

- Understand when to act as a coach and when to act as a mentor
- Keep their team motivated

Training Methodology

We at Xcelerate Training Institute, offer a highly interactive presentation. This is accompanied by several management games, paper-pencil exercises, activities, role plays, videos, and robust practice sessions. You get an opportunity to exchange your ideas with other industry participants as well.

Benefits for Your Organization

- Higher productivity
- Improvement in retention rate
- Better Inter-personal relationships
- Improved culture
- Improved morale

Benefits for You

- Build on their emotional competence
- Better Inter-personal relations with the team
- Develop their coaching and mentoring skills
- Healthy dialogues during review discussions
- Team Retention
- Higher Team Productivity

Target Audience

Xcelerate Training Institute recommends this course for

- CHRO, HR Team
- Senior Management Team, Line Managers
- Heads of the Departments
- Existing Managers, Supervisors
- Those who wish to manage the team in the future
- Anyone whose role includes conducting appraisals

Course Outline

INTRODUCTION

Setting the Intent of the review discussion

Encourage the group to share their personal experiences and fears around review discussion

Listing the skills, the managers already have, and the challenges they face

Pre-Preparation

- Getting to know your team Members
- Do a SWOT of Self and the Team

BUILDING SKILLS FOR CONDUCTING EFFECTIVE DIALOGUES WITH THE TEAM

- Structure Communication for Rapport building with the team
- Developing Probing skills by asking the right questions, Paraphrasing, and summarizing
- Listening Skills
- Understanding the steps of Listening, and its importance
- Honing your Listening Skills with special focus on reflective listening
- Feedback
- Developing Feedback in general
- Difference between observation and judgement
- Understand how to bring emotional intelligence in sharing constructive feedback without diluting the intent of what needs to be communicated
- Giving motivational feedback
- Removing bias from review discussion
- Building a continuous culture of regular and consistent feedback

TRANSACTIONAL ANALYSIS (TA)

- Understand the concept of TA
- Understand the impact of TA on the review discussion
- Understand the concepts of EGO States- Parents, Adult and Child
- Understand the dominance of certain ego states and why with special focus on performance review discussion

LEADERSHIP SKILLS ACCORDING TO SITUATION

DIAGNOSE

- How to diagnose and ensure that the development of the team member becomes the basis of performance review discussion
- How to gauge a person’s competence and commitment to a task?
- How to develop skills to successfully diagnose the developmental level?

FLEXIBILITY

- Identify and understand the behaviors in four leadership styles- Directing, Coaching, Supporting and Delegating
- Learn how a leader behave in all these leadership styles
- Understand the difference in all these leadership styles
- Understand how to start a conversation in these leadership styles
- Understand your flexibility level in relation to these styles
- Identify which style is the one, you are most comfortable using
- Learn how to adapt your leadership style as per the situation
- Practice how to diagnose the developmental level of the team member and the use of each of these four styles

COACHING AND MENTORING

- What is coaching, its importance
- Differentiate between coaching and mentoring
- Understand the six phases of coaching – Preparing, negotiation, enabling, feedback, dealing with obstacles, follow-up
- Understand where to use coaching and where to use mentoring

FOLLOW-UP

- Mutually agree and recording of the action plans for improvement
- Setting up timelines for follow-up

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Registration Form

Performance Appraisal Training Course for Managers

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

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Register online
Open the course page