



## **“APPRAISING & IMPROVING PERFORMANCE” (4 HOURS)**

**Audience:** Designed for managers, supervisors and team leaders.  
Recommended Minimum: 6, Maximum: 20.

**Venue:** Preferably in an external training venue.

**“Appraising & Improving Work Performance”** is a very comprehensive program that will educate and empower you in how to effectively appraise the performance of your team members and achieve significant improvement in their performance through a wide range of strategies. It is a thoroughly researched and practical program suitable for proprietors, managers and supervisors who are responsible for the performance of their teams.

Topics include:

- **The need for appraising and improving performance**
- **The style of the Performance Appraiser**
- **Planning the Performance Appraisal**
- **Conducting the Performance Appraisal**
- **Benchmarks, standards, targets, objectives and their measurement**
- **Improving the performance of team members**
- **The art of feedback**

Participation in this program as a ‘one-off’ is a very valuable learning experience that is significantly enhanced if participants are able to complete the whole Leadership and Management Program Series. This series is run in capital cities and various regions nationally.