



Painless Performance Appraisals

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Short Description of the Presentation:

Most managers dread even the word appraisal. However, properly designed and implemented appraisal systems are really an opportunity to review past performance, set future goals and to provide positive steps for achieving those goals. Well executed appraisals will improve employee performance resulting in a more efficient company with increased profitability.

Key Points:

Most managers would not resist appraisals nearly as much if they were provided the framework and guidance in terms of how to hold a very effective appraisal. This presentation will cover the following topics:

- Five Principles of Effective Performance Management
- Six Characteristics of a Good Appraisal System
- How to Take Corrective Action, When Needed
- Five (5) Don'ts for Corrective Actions
- Four Kinds of Feedback
- Seven (7) Ways to Provide Effective Feedback
- Proper Ways to Praise Performance
- Specific Steps for Performance Appraisals
- Suggested Open Ended Questions to Ask
- The ABC's of a Performance Appraisal Checklist