

# An Introduction to Performance Appraisal Systems for Managers

27-28 June 2024 | 10 AM - 4 PM |

Venue: TBC, Level 2, Level 2, Le Quadri Hotel KL

## Overview

The "An Introduction to Performance Appraisal Systems for Managers" workshop is designed to equip managers with the essential skills needed to effectively assess and enhance employee performance. Participants will gain a thorough understanding of performance appraisal systems, learning how to implement them in their organizations.

The workshop covers effective performance feedback techniques, ensuring managers can communicate evaluations constructively and motivate their teams. Various performance evaluation techniques will be explored, enabling managers to choose the most appropriate methods for their specific contexts.

Additionally, the workshop provides practical guidance on conducting performance appraisal sessions, including best practices for setting goals, discussing outcomes, and creating development plans. This comprehensive training aims to foster a culture of continuous improvement and employee engagement.



Your trainer

**Ruth Clark**

Master Trainer

## Program Outline

- Training Session 1: Understanding Performance Appraisal
- Training Session 2: Effective Performance Feedback
- Training Session 3: Performance Evaluation Techniques
- Training Session 4: Conducting Performance Appraisal Sessions

For more information, kindly contact Ridhwan from GHR (Ext 2417) and submit TRF to [muhammadridhwan@ucsigroup.com.my](mailto:muhammadridhwan@ucsigroup.com.my)