

Writing accurate, descriptive and defensible performance appraisals

Writing Performance Appraisals Workshop Description

Overview

The primary focus of this workshop will be on writing the actual performance appraisal in an accurate, descriptive and defensible manner. In addition, participants will review how to identify SMART goals and performance objectives. They will understand and be able to write clear expectations for behavioral standards or competencies expected. Preparation for documenting data-based and/or behavioral observations throughout the appraisal period will reduce rater bias to a minimum.

Objectives

Upon completion of this workshop participants will be able to:

- Differentiate between legal, questionable and illegal statements of documented performance.
- Write clear descriptions of performance behavior and outcomes.
- Document performance development needs.
- Deliver accurate and justifiable performance ratings.

Learning Methods and Delivery

Writing Performance Appraisals utilizes the latest in adult learning methodology including large and small group discussion, individual application, skill practice with feedback and real on-the-job examples.

Writing Performance Appraisals can be delivered by our facilitators or certified client facilitators.

Target Audience

Those managers and supervisors responsible for preparing performance appraisals for others

Learning Time

3 hours

Class Size

Typical class size 12 to 20



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