

# Effective Performance Review

## Venue Information

---

**Venue:** London UK

**Place:**

**Start Date:** 2026-09-08

**End Date:** 2026-09-12

## Course Details

---

**Net Fee:** £4750.00

**Duration:** 1 week

**Category ID:** HRMC

**Course Code:** HRMC-2

## Syllabus

---

### courses Syllabus

#### Introduction

Unlock the potential of performance appraisal with a comprehensive blend of techniques tailored to enhance organizational effectiveness. Skilllinx presents a pioneering courses integrating cutting-edge appraisal methodologies with multicultural considerations, ensuring a robust performance management framework.

This courses delves into both theoretical insights and practical applications, with daily workshops aimed at reinforcing learning through hands-on exercises.

#### Highlights:

- Designing and implementing effective performance appraisal schemes
- Creating a checklist for seamless appraisal scheme execution
- Equipping managers and leaders with essential performance appraisal skills

Upon completion, participants will be able to:

- Identify various performance appraisal systems
- Articulate the significance of performance appraisal from individual and organizational perspectives
- Develop strategies for the successful implementation of appraisal systems
- Explore the role of performance appraisal in multicultural settings
- Evaluate different appraisal methods to leverage strengths and mitigate limitations

## **Content: Day One**

### **The Role of Assessment & Appraisal**

- Understanding the rationale behind assessment & appraisal
- Exploring the objectives of performance appraisal
- Defining appraisal criteria and trends
- Addressing challenges stemming from conflicting objectives
- Ethical considerations in performance appraisal

## **Day Two**

### **Implementing a Successful Appraisal Scheme**

- Contrasting formal and informal appraisal systems
- Identifying stakeholders in the appraisal process
- Garnering support from top management
- Crafting a comprehensive policy statement
- Guidelines for appraisers
- Checklist for seamless scheme implementation

## **Day Three**

### **Types of Appraisal**

- Exploring various methods including Ranking, Critical Incident, Forced Choice, and Narrative
- Understanding Management by Objectives (MBO)
- Leveraging Behaviourally Anchored Rating Scales (BARS) and Behavioural Observation Scales (BOS)
- Selecting the most suitable appraisal method
- Addressing challenges in rating processes

## **Day Four**

### **The Appraisal Interview**

- Understanding Emotional Intelligence and Feedback mechanisms
- Role-playing practice sessions for appraisal interviews

## **Day Five**

### **Key Issues in Performance Appraisal & Assessment**

- Exploring Assessment Centres and their role in appraisal
- Adapting performance appraisal to multicultural settings
- Best practices for addressing employee personal issues (EAP)
- Linking Talent Management with Succession Planning
- System evaluation and refinement
- Personalized action planning for continued improvement