

# Leadership Training Associates

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## The Performance Appraisal Process

Participants will learn about the many benefits of having a performance appraisal system and how to develop performance standards that are challenging yet attainable. Techniques for interacting effectively in the appraisal discussion will be covered in detail. Seminar topics include:

- Why have a performance appraisal system
- How the employee benefits
- Advantages to the supervisor or manager
- Developing realistic, challenging performance standards
- Objective vs. subjective descriptions
- Avoiding common mistakes
- Getting employees excited about standards
- Conducting the performance appraisal discussion
- How to document past performance
- Evaluating performance—not personality
- Discussing performance with employees
- How to offer praise
- Constructive criticism skills
- How to motivate employees to overcome performance problems

### TARGET AUDIENCE

Supervisors, lead people, managers, and others with performance appraisal responsibilities will learn practical and highly useful skills and techniques at this seminar.