

Performance Evaluation



*New Directions in
Management and
Supervisory Training*

What Is PE?

Performance Evaluation (PE) is a half-day workshop which demonstrates how to conduct more productive, less stressful performance appraisal meetings by making them a part of an on-going process. It leads participants through the entire performance evaluation process, from setting performance objectives to the close of the appraisal meeting.

Who Should Attend PE?

PE is beneficial for all managers. PE has a great influence on the satisfaction and effectiveness of employees. The performance appraisal process allows the manager to create a productive environment for self-direction and self-motivation.

Topic Areas Covered in PE

- ◆ Definition and Rationale of Performance Evaluation
- ◆ Setting Performance Objectives
- ◆ The Performance Appraisal Process
- ◆ 5 Steps of the Performance Appraisal Meetings
- ◆ Difficult Performance Appraisal Situations

During the workshop, text readings are used as the foundation for group discussion. Application of processes and strategic skills are practiced and achieved through role plays and small group exercises.

What Are the Outcomes of PE?

At the conclusion of PE, participants will be able to do the following:

- ◆ Understand the process of performance evaluation
- ◆ Recognize the benefits of performance evaluation
- ◆ Develop mutually acceptable performance objectives
- ◆ Conduct an effective performance appraisal meeting

About New Haven Consulting Group, Inc.

New Haven Consulting Group, Inc. is a full-service training company specializing in sales, service, management and compliance training. For more information regarding PE and all other NHCG, Inc. products or services, contact us at (203) 926-1526 or by E-mail at info@nhcg.com.

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