

# PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS

*“Drive Individual Excellence and Organizational Success Through Effective Performance Management”*

## Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

## Introduction

Effective performance management is essential to achieving organizational excellence. When employees clearly understand expectations and receive regular, constructive feedback, they become more engaged, motivated, and productive. However, many organizations struggle to link individual performance with strategic goals due to unclear objectives and inconsistent appraisal practices.

Performance Management: Setting Objectives and Conducting Appraisals is a practical and strategic training program designed to help managers, supervisors, and HR professionals master the art of goal setting, feedback delivery, and performance evaluation. The course explores frameworks for setting SMART objectives, conducting fair and motivating appraisals, and developing employees for continuous improvement.

Participants will gain tools and techniques to transform performance reviews from routine formalities into powerful conversations that enhance accountability, engagement, and results.

## Objectives

By the end of this course, participants will be able to:

- Understand the purpose and principles of effective performance management.
- Align individual objectives with organizational strategy and values.
- Develop and apply SMART performance objectives and KPIs.
- Conduct fair, consistent, and motivating performance appraisals.
- Provide constructive feedback and handle difficult conversations effectively.
- Recognize and address performance gaps using coaching and development tools.
- Engage employees in ongoing performance and development discussions.
- Build a culture of continuous improvement and accountability.

## Why Attend

Performance management is not just an annual event — it's a continuous process of communication, development, and recognition. This course provides you with the mindset, methods, and practical tools to manage performance throughout the year, ensuring your team stays aligned, motivated, and productive.

You'll learn how to set clear expectations, give impactful feedback, and conduct appraisals that inspire growth. By mastering these skills, you will foster stronger relationships, improve employee retention, and drive measurable business outcomes.

## Target Audience

This course is ideal for:

- Managers and Supervisors
- HR Professionals and Business Partners
- Team Leaders and Department Heads
- Performance Management and OD Practitioners
- Learning and Development Specialists
- Anyone responsible for evaluating or improving employee performance

## Individual Benefits

- Learn to set clear, measurable, and achievable performance objectives.
- Gain confidence in conducting effective and motivating performance reviews.
- Improve communication and feedback delivery skills.
- Strengthen your ability to manage underperformance constructively.
- Build stronger working relationships and increase employee engagement.
- Develop leadership and coaching capabilities for performance improvement.

## Organizational Benefits

- Align employee goals with organizational vision and strategy.
- Improve productivity through focused performance measurement.
- Enhance consistency and fairness in performance evaluations.
- Strengthen talent development and succession planning processes.
- Build a culture of accountability, transparency, and continuous feedback.
- Reduce turnover and increase overall employee satisfaction and engagement.

## Instructional Methodology

The program uses a practical and interactive learning approach, combining:

- Real-world case studies and performance scenarios
- Interactive workshops on goal-setting and appraisal techniques
- Role-playing and simulation exercises for feedback delivery
- Self-assessment tools and performance management templates
- Group discussions and peer learning
- Action planning for immediate workplace application

## Course Outline

- Module 1: Introduction to Performance Management Systems
- Module 2: Linking Organizational Strategy to Individual Performance
- Module 3: Setting SMART Objectives and Key Performance Indicators (KPIs)
- Module 4: Performance Monitoring and Continuous Feedback Techniques
- Module 5: Conducting Effective and Fair Performance Appraisals
- Module 6: Coaching for Performance Improvement
- Module 7: Handling Difficult Conversations and Managing Underperformance
- Module 8: Recognizing and Rewarding Employee Achievement
- Module 9: Documentation and Legal Considerations in Appraisal Processes
- Module 10: Building a High-Performance Culture

## Certification

Upon successful completion, participants will receive a Certificate in Performance Management: Setting Objectives and Conducting Appraisals, acknowledging their ability to design, implement, and manage performance systems that drive employee development and organizational success.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

**+601116373203**

EMAIL:

**info@mawaevents.net**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.