



The Key to Writing Accurate Performance Appraisals

SUMMARY

Appraisals are the key to developing a high performance, motivated workforce. However, what does that mean in real terms to the average employee? Does the appraisal truly reflect their strengths and weaknesses or is it still open to interpretation?

The ability to use appraisals to develop and motivate employees is a core management skill. Regular, constructive feedback on performance is vital if staff are to build on their strengths, achieve their full potential, and make the maximum contribution to the organisation.

This workshop helps managers learn the key techniques to write unambiguous, factual and motivation performance appraisals in English.

COURSE OBJECTIVES

The program is designed to ensure that participants can:-

- Prepare and organize a performance appraisal;
- Incorporate relevant content for appraisals in a logical approach;
- Use correct punctuation, mechanics and usage;
- Convey ideas with an appropriate style, tone and vocabulary understanding the slight deviations in meaning;
- Avoid ambiguity and highlight facts with supporting evidence; and
- Learn tips to streamline the appraisal writing process.

METHODOLOGY

Learning methods include:

- Lecture
- Case-study analysis with feedback
- Discussion and brainstorming activities
- Short writing practice exercises
- Case study group writing activities
- Short presentations
- Error correction and feedback segments

FACILITATOR

Please contact your local Language Key office for details on the facilitator.

COURSE CONTENT

- Layout & structure of typical performance appraisals;
- Comparing different performance appraisals – scale of performance levels and analysis of skills covered – general, knowledge, admin skills, interpersonal skills etc.;
- Useful expressions for performance appraisals;
- Considering the scale of your praise or dissatisfaction;
- Considering the tone – selecting appropriate wording to convey your message;
- Analysis of tense usage and other grammatical considerations;
- Analysis of case-studies – avoiding ambiguity, stating facts and supporting through reasoning;
- Developing conclusions and recommendations/Interpreting your views;
- Coherent writing – use of sequencer markers; and
- Writing Practice and proof-reading practice exercises.

PROPOSED COURSE DURATION

One day (8 hours). A maximum of 12 participants is recommended for this program.