

Are you able to make fair evaluation and develop your staff through performance appraisal?

- ✓ You don't understand throughout the purpose and meaning of appraisal system, and seemly think it is only troublesome and time-consuming task.
- ✓ You want to develop an appraisal system which not only results in employees' salary & bonus but also supports human resource development. But you don't know how to do it.
- ✓ You don't know how to give feedback to subordinate effectively, especially those with bad evaluation result, to motivate them to put more effort into work.

This appraisal training & coaching program will help appraisers to understand the meaning of appraisal system, and improve appraisal skill & interview skill in order to develop staff's ability further and increase employee motivation.

COACHING FOR PERFORMANCE APPRAISAL SKILL

Target : Managers, supervisors, and staffs who are related to performance appraisal

Offline Training

Objectives:

- Understand the purpose of appraisal system and role of appraisers.
- Learn communication skill and interview skill to be able to utilize appraisal result in staff development.

Duration: 1 – 2 days

Method: Offline training

Part 1: Overview of Performance appraisal and Interview for performance appraisal

- What is Performance appraisal?
- Manager's role and responsibility in performance appraisal

Part 2: Performance appraisal process and common issues

- Overall process of performance appraisal
- Errors and tendency in appraisal

Part 3: Necessary skills for performance appraisal

- Communication skill
- Positive listening skill
- Effective questioning skill
- Effective feedback skill

Part 4: Holding an effective interview for performance appraisal

- Prepare and evaluate before the interview
- Interview process
- Criteria for evaluating the success of the interview
- Deal with negative questions and response from staff
- Practice assessment interviewing

Part 5: Action plan

※Above content is subject to change without prior notice.

1 on 1 coaching

Objectives:

Improve interview skill through consultant's feedback through 2 or 3 actual employee evaluation interviews.

Duration: 2 ~3 times/person, 45 minutes/time

Method: Offline or online

1st coaching session – 45 minutes



☐ 30 minutes interview:

- Appraiser interviews **employee A**.
- Consultant observes the interview.



☐ 15 minutes feedback:

Consultant makes feedback about interview skills.

2nd coaching session – 45 minutes



☐ 30 minutes interview:

- Appraiser interviews **employee B**.
- Consultant observes the interview.



☐ 15 minutes feedback:

Consultant makes feedback about interview skills.

NOTE:

- The number to hold of 1on1 coaching sessions for each participant can be customized according to the needs of clients.
- It should be organized at least 2 times/ person for appraisers to improve interview skills immediately after receiving consultant's feedback.
- The number of participants per day is not more than 8 people.

AIMNEXT VIETNAM CO., LTD.



Head Office: Nam Giao Building 1, 261 – 263 Phan Xich Long, Ward 2, Phu Nhuan Dist., Ho Chi Minh City

Rep. Office: AC Building 78 Duy Tan, Cau Giay, Hanoi

TEL : (028) 3995 8290
Email : training-vn@aimnext.com
URL : www.aimnext.com.vn