

Creating and Communicating Performance Standards

This workshop focuses on developing skills for new supervisors and those involved in evaluating employee performance. A holistic view of performance appraisal is used to enhance the understanding that this is an on-going process. Participants are given the chance to use actual, current situations in order to create performance standards

The objectives will be met through role-play, video reviews, group discussion, and individual exercises.

As a result of attending this workshop, participants will gain an understanding of:

- Explain the performance appraisal process
- Show a fundamental understanding of effective communication
- Formulate five-part, written performance standards
- Demonstrate listening skills that will enhance feedback
- Identify when to appraise performance
- Boost employee confidence and productivity

