



How to develop an Effective
Performance Appraisal System

1 ½ Days, 9am – 5pm

For whom: HR Managers & GMs of Companies & NGOs who are interested in Developing an Effective Performance Appraisal System that will motivate their Employees for high performance.

Objectives: To help Participants understand various Performance Appraisal Systems currently being used and their relative advantages. Participants will be taught how to design an effective system and how to link them to any proposed salary increment or bonus payments.

Instructor: **Mr. Peter Chow, Senior HR Consultant/Trainer**
RVMS International, Singapore.

Course Contents:

- Company Objectives & productivity
- Purpose of employee performance assessment
- Types of Performance Assessments
- Traits & Competencies-based System of Appraisal
- Using a Hybrid System of appraisal
- Setting standards for individual or group performance
- Open and Closed system of appraisal
- Using a 5-point Appraisal Rating system
- Self-appraisal and how to conduct an Appraisal Interview effectively
- Incorporating “training needs” into your Appraisal System
- How to link “Appraisal Rating results “ to annual Salary increment & Bonus payments
- Administrative procedures – standard form for use
- Group Discussion procedures and practical Exercises