

PERSONNEL EVALUATION

The subjects from this course are related with the set-up of the evaluation system, including the needed forms. There are treated all the evaluation systems with advantages and disadvantages of each (systems based on: classifications, standards – scales and grids -, results) and are developed scales for employees performance evaluation.

As a result of the course the participants could set-up an evaluation system suitable for their own organisation or they could improve any existing employees performance evaluation systems.

In the second day of the course will be unfurl a role-play – that is video recorded - about how it is organised and sustained an evaluation interview. The video recording will be play backed and will be received feedback. At the end of the course will see a management professional movie on the performance evaluation interview subject.

The course has a practically nature, where the participants practise how to elaborate and to apply the forms, sustaining of the interview, and how to offer feedback after evaluation.

OBJECTIVES

At the end of the course the participants will be able to:

- analyse the job description of their organisation employees;
- choose the system of evaluation suitable to their organisation
- prepare the needed tools for performance evaluation;
- use the performance evaluation tools;
- offer the appropriate feedback after the subordinates' evaluation;
- organise and carry out the interview of personnel evaluation.

COURSE CONTENT

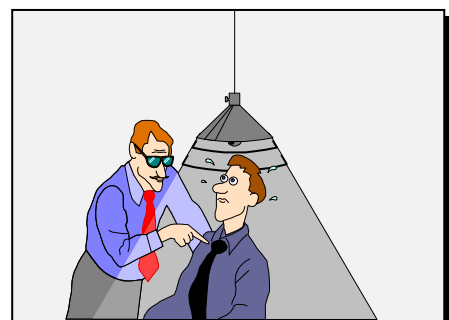
- Performance management:
 - * Principles of the performance management
 - * Key activities of the performance management
- Personnel performance evaluation:
 - * Purpose and importance of the performance evaluation
 - * Components of the performance evaluation system
 - * Types of performance evaluation systems
- Communication into the evaluation process:

- * Interview of performance evaluation
- * Documents and procedures
- Influences on the evaluation process:
 - * Specific features of the evaluated employee
 - * Specific features of the evaluator
 - * Errors on evaluation
 - * Improving accuracy of the evaluators
- Efficacious of the evaluation system:
 - * Costs and benefits
 - * What kind of formulary is better?

PARTICIPANTS

- * Management team
- * Line managers
- * Persons in charge with the Personnel evaluation

DURATION: 2 days



MINARDO