



Performance Appraisal and Disciplining

Duration: One day

Time: 9am – 4pm

For: Supervisors and Managers

PROGRAM OBJECTIVES

This one-day workshop will help you conduct better and more productive performance appraisals. It will also help you work in a more collaborative fashion with those you manage. By establishing and sticking to an organized structure, you'll keep the process consistent and fair to all employees while protecting yourself and your company if legal challenges arise.

The workshop is also designed to enhance your understanding of the disciplinary process and all its ramifications

METHODOLOGY

Workshop consists of lecture/discussions, visual aids, individual and group activities.

CONTENT DOMAIN

- # Performance management cycle
- # Why managers dislike performance appraisal
- # Why employees are discontented with performance appraisals
- # Common rating errors to avoid in order to make appraisals more meaningful
- # The Appraisal Cycle
 1. The preparation phase
 2. The appraisal phase
 3. The Ongoing Phase
- # Disciplining: Definitional Issues
- # Reasons why managers don't like to discipline
- # Objectives of Discipline
- # Four-Step Discipline Process
 1. Establishing expectations
 2. Communicating expectations
 3. Assessing or evaluating performance
 4. Giving positive or corrective feedback
- # Termination
 - The importance of keeping documentation
 - Involving Others
 - Being clear about why you have to terminate an employee

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