informatech

LEADERSHIP AND MANAGEMENT | LM-035

Performance Management: Setting Objectives and Conducting Appraisals

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Course content

Why Attend

Why Attend Effective performance management is essential for aligning employee contributions with organizational objectives, improving productivity, and developing talent. This course provides participants with practical tools and techniques for setting measurable objectives, conducting meaningful performance appraisals, providing constructive feedback, and improving overall employee performance through coaching and development.

Course Methodology The course utilizes interactive presentations, practical workshops, role plays, case studies, group discussions, coaching simulations, and performance management exercises to ensure practical application of concepts and techniques.

Course Objectives By the end of this course, participants will be able to:

- Understand the principles and objectives of performance management
- Develop effective performance objectives and measurement criteria
- Align employee goals with organizational strategy and priorities
- Apply coaching techniques to improve employee performance
- Conduct structured and effective performance appraisal discussions
- Diagnose performance issues and develop improvement plans
- Strengthen employee engagement and performance accountability

Target Audience

- HR managers and professionals
- Learning and development specialists
- Line managers and supervisors
- Team leaders
- Employee relations professionals
- Talent management specialists

Course content

Target Audience

• Professionals involved in performance management systems

Target Competencies

• Performance management

• Goal setting and objective development

• Coaching and mentoring

• Performance appraisal skills

• Communication and feedback

• Employee development

• Problem-solving and analysis

• Leadership effectiveness

Course outline

Day 1: Foundations of Performance Management

• Understanding the principles, purpose, and value of performance management

• Examining the impact of employee performance on organizational success

• Understanding key performance management concepts and terminology

• Reviewing the annual performance management cycle and its components

• Clarifying management and employee responsibilities within the process

• Identifying common performance management challenges and implementation pitfalls

Day 2: Setting Effective Objectives and Performance Measures

• Aligning employee objectives with organizational vision, mission, and strategic goals

• Understanding critical success factors and their influence on performance outcomes

Course content

Course outline

• Developing meaningful performance criteria and measurement standards

• Defining key result areas and performance expectations

• Understanding key performance indicators and appropriate measurement methods

• Converting organizational goals into clear, measurable SMART objectives

Day 3: Measuring Performance and Evaluating Competencies

• Measuring performance outcomes and behavioral expectations effectively

• Assessing competencies, capabilities, and semi-quantifiable performance factors

• Understanding behavioral indicators and proficiency levels

• Incorporating organizational values into performance evaluations

• Developing balanced approaches to performance measurement

• Practical workshop on designing performance scorecards and evaluation criteria

Day 4: Coaching for Performance Improvement

• Understanding the role of coaching within performance management systems

• Defining coaching responsibilities and performance support activities

• Exploring the benefits of continuous coaching and feedback

• Applying coaching techniques to improve employee effectiveness

• Developing essential coaching and communication skills

• Practical exercise: Conducting coaching sessions for performance improvement

Day 5: Conducting Effective Appraisals and Performance Improvement Planning

• Preparing and planning successful performance appraisal meetings

• Structuring appraisal discussions and managing productive conversations

• Delivering constructive feedback and discussing evaluation outcomes

Course content

Course outline

- Avoiding common appraisal errors and rating biases
- Recognizing and rewarding strong performance appropriately
- Diagnosing performance issues and developing effective performance improvement plans
- Establishing follow-up actions and continuous performance monitoring processes

Seminar dates

Available seminar dates

Live dates and pricing for Performance Management: Setting Objectives and Conducting Appraisals generated from the course details page.

Date	Location	Format	Fee
5 - 9 October 2026	Barcelona - Spain	Classroom	**€3,080.-**
12 - 16 October 2026	Frankfurt - Germany	Classroom	**€2,600.-**
9 - 13 November 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
16 - 20 November 2026	Amsterdam - Netherlands	Classroom	**€3,400.-**
7 - 11 December 2026	London - U.K	Classroom	**€3,360.-**
14 - 18 December 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
21 - 25 December 2026	Barcelona - Spain	Classroom	**€3,080.-**
4 - 8 January 2027	Istanbul - Turkey	Classroom	**€2,560.-**
1 - 5 February 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 March 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
5 - 9 April 2027	Frankfurt - Germany	Classroom	**€2,600.-**
3 - 7 May 2027	Istanbul - Turkey	Classroom	**€2,560.-**
7 - 11 June 2027	Munich - Germany	Classroom	**€3,400.-**
5 - 9 July 2027	Barcelona - Spain	Classroom	**€3,080.-**
2 - 6 August 2027	Frankfurt - Germany	Classroom	**€2,600.-**
6 - 10 September 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
4 - 8 October 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**

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Live online option	Online delivery is available at €1,850.-.