



تدريب تقييم الأداء للمديرين: كيفية تحسين أداء فريقك وتحقيق النجاح

Duration: 5 Days

Language: ar

Course Code: MG1-124

Objective

:Upon completion of this course, participants will be able to

- Provide managers with an understanding of the purpose and benefits of performance appraisals.
 - Develop skills for setting clear, measurable performance goals.
 - Teach effective techniques for delivering constructive feedback.
 - Enable managers to address underperformance sensitively and effectively.
- Prepare managers to conduct appraisals that align employee development with organisational goals.

Audience

This course is ideal for:

- Line managers and team leaders responsible for conducting performance appraisals
 - Human Resources professionals supporting managers in appraisal processes
 - Senior managers seeking to improve organisational performance management practices

- Professionals aspiring to leadership roles who want to build their appraisal skills

Training Methodology

This training course adopts an engaging and practical learning approach, combining instructor-led sessions with interactive workshops. Participants will gain theoretical knowledge through lectures, while hands-on activities such as role-playing exercises and scenario analysis provide practical application.

Real-world case studies will be used to illustrate best practices and common pitfalls in performance appraisals. Participants will practise structuring and conducting appraisal meetings, delivering feedback, and addressing underperformance in a supportive environment.

The course includes self-assessment exercises and peer feedback to enhance learning outcomes. Participants will receive templates and tools, such as performance appraisal forms and feedback guides, to apply directly in their workplace. Trainers will provide personalised feedback and recommendations to help participants refine their appraisal techniques.

Summary

Performance appraisals are a cornerstone of effective talent management, fostering employee growth, motivation, and alignment with organisational objectives. The "Performance Appraisal Training for Managers" course is designed to equip managers with the skills and strategies necessary to conduct effective and constructive appraisals that drive performance improvement and employee engagement. This course focuses on fostering a culture of open communication, continuous feedback, and mutual trust.

Participants will explore the full cycle of performance appraisals, from setting clear, measurable objectives to providing actionable feedback and identifying development opportunities. The training highlights best practices for overcoming common challenges, such as handling difficult conversations and addressing underperformance with sensitivity. Participants will also learn to leverage performance appraisal tools and frameworks that align with organisational goals.

Through a blend of theory and practical application, the course prepares managers to conduct appraisals that are not only evaluative but also developmental. Role-playing exercises, case studies, and scenario-based activities enable participants to practise real-

world skills, ensuring they leave the training with the confidence to lead meaningful performance discussions.

This course is ideal for managers seeking to enhance their leadership capabilities, improve team performance, and contribute to organisational success by fostering a high-performance culture. By the end of the training, participants will understand how to conduct performance appraisals that inspire employees, build stronger teams, and achieve strategic objectives.

Course Content & Outline

Section 1: Introduction to Performance Appraisals

- The role of performance appraisals in employee and organisational success
 - Key objectives and benefits of appraisals
 - Common challenges and how to overcome them

Section 2: Setting Goals and Expectations

- Establishing SMART objectives for employees
- Aligning individual goals with organisational strategy
- Communicating expectations clearly and effectively

Section 3: Conducting Effective Appraisals

- Structuring the Performance Appraisal Meeting
- Techniques for active listening and effective questioning
- Creating a collaborative environment for performance discussions

Section 4: Providing Constructive Feedback

- The art of giving balanced and actionable feedback
- Handling difficult conversations with empathy and professionalism
- Encouraging employee self-assessment and participation

Section 5: Addressing Underperformance

- Identifying root causes of underperformance
- Developing improvement plans and setting follow-up actions
- Strategies for motivating employees to achieve their potential

Section 6: Leveraging Appraisal Tools and Frameworks

- Introduction to common performance appraisal tools and software
 - Using appraisal frameworks for consistent evaluations
- Documenting appraisals for accountability and future planning

Section 7: Linking Appraisals to Employee Development

- Identifying training and development opportunities
- Building career progression plans based on appraisal outcomes
 - Fostering a culture of continuous improvement and learning

Certificate Description

عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من Holistique Training. وبالنسبة للذين يحضرون ويكمرون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية (e-Certificate) من Holistique Training.

وخدمة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training شهادات ISO 9001 أو ISO 21001 أو 29993. كما أنها معتمدة وفق معايير، (CPD) المستمر.

لهذه الدورة من خلال شهادتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر واحدة عن كل ساعة CPD يتم منح نقطة، CPD ووفقاً لمعايير خدمة اعتماد Holistique Training التدريب من لأي دورة واحدة نقدمها حالياً CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة.

Categories

إدارة الموارد البشرية HR, القيادة والإدارة

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