



# Performance Management and Appraisal Skills

## Details

**Duration:** 1 Day

## Region & Dates

**Dublin:** Feb 20, 2019

**Dublin:** May 7, 2019

**Dublin:** Sep 12, 2019

**Cork:** Apr 11, 2019

## Time:

9.30 am– 5.00 pm

## Programme Overview:

This programme is designed to assist managers with performance appraisals and the performance management process. Participants will learn the necessary skills to carry out this management function efficiently, effectively and with confidence.

## Programme Outcomes:

On completion of this programme, participants will be able to:

- Understand the components of an effective appraisal system
- Implement the core elements of practical appraisal documentation
- Know how to conduct an appraisal interview and the effective management of each element
- Develop the key skills needed to run an appraisal interview with a range of people performing at different levels

## Approach:

The programme runs over a full day. There are a number of activities and case studies as part of the course to ensure that the key knowledge and skills are practiced.

The programme is delivered by experienced Ibec Executives who provide members with advice, consultancy and training on a daily basis. Programme participants are encouraged to express their views and experiences. The programme facilitates participant discussion to ensure a thorough understanding of the key points and their application. Real life case studies and exercises will be used to ensure a real practical understanding of each topic.

## Who Should Attend?

Managers required to carry out performance appraisals and manage the performance of their teams.



**Venues:**

Ibec  
84-86 Lower Baggot Street  
Dublin 2

Ibec  
Knockrea House  
Douglas Road  
Cork

**Cost:**

Ibec member: €385  
Non-member rate: €425

**Contact:**

For further information, please  
contact  
Raquel de la Pena on  
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[raquel.delapena@ibec.ie](mailto:raquel.delapena@ibec.ie)

**Programme Schedule**

Morning

- Elements of effective performance management systems
- Where does the appraisals system fit within this?
- Best practice in this field. What do the best companies do?
- Documentation: What should be in or out?
- Structuring the interview
- Develop your skills

Afternoon

- Managing conflict
- Influencing others
- Different communication styles
- Role play and feedback  
Action planning – what will I apply now?

**What you said:**

**"Excellent course. Very well delivered."**

Ann Flynn, Office Manager, O'Dwyer Safety Services