Performance Management: Setting Objectives & Appraisals

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Vienna (Austria)



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Why This Course

Effective performance management is essential for driving results, developing talent, and maintaining a high-performing organization. When employees clearly understand expectations, receive regular feedback, and feel supported in their growth, both individual and organizational performance improve significantly.

This intensive 1-week program is designed to help managers and HR professionals build a structured and practical approach to performance management. It focuses on setting clear objectives, conducting meaningful appraisals, and creating a culture of continuous improvement and accountability.

What You'll Learn and Practice

By joining this program, you will:

- Understand modern performance management principles and practices.
- Set clear, measurable, and achievable performance objectives.
- Conduct effective and motivating performance appraisals.
- Provide constructive feedback and coach employees for improvement.
- Align individual performance with organizational goals.

The Program Flow

Day 1: Foundations of Performance Management

- Understanding the purpose and value of performance management.
- Exploring the full performance management cycle.
- Aligning individual roles with organizational objectives.
- Addressing legal and ethical considerations.

Day 2: Setting Effective Objectives

- Applying structured goal-setting approaches.
- Cascading objectives from organizational to individual levels.
- Defining performance indicators and measurable outcomes.
- Involving employees in the goal-setting process.



Day 3: Conducting Performance Appraisals

- Preparing for structured and effective appraisal discussions.
- Communicating clearly during performance reviews.
- Identifying and addressing performance gaps.
- Documenting appraisal outcomes accurately.

Day 4: Feedback and Coaching

- Delivering constructive and actionable feedback.
- Practicing active listening and effective questioning.
- Applying coaching techniques to support improvement.
- Managing difficult conversations with confidence.

Day 5: Continuous Performance Management

- Building ongoing feedback and performance tracking systems.
- Developing performance improvement plans.
- Recognizing and rewarding high performance.
- Measuring and improving performance management systems.

Individual Impact

- Strengthen your ability to manage and improve employee performance.
- Enhance your communication and coaching skills.
- Build confidence in conducting performance discussions.
- Improve your ability to set and monitor clear objectives.

Organizational Impact

- Improve employee performance and productivity.
- Strengthen alignment between individual and business goals.
- Foster a culture of accountability and continuous improvement.
- Enhance employee engagement and motivation.

Training Methodology

This program emphasizes practical learning through:

- Real-world case studies and performance scenarios.
- Role-playing exercises for appraisals and feedback.
- Interactive discussions and group activities.
- Tools and templates for immediate application.



Beyond the Course

By the end of this program, participants will be equipped with the tools and techniques needed to manage performance effectively and consistently.

They will return ready to:

- Set clear and actionable performance objectives.
- Conduct structured and motivating appraisal discussions.
- Provide ongoing feedback and coaching.
- Align performance management practices with organizational goals.

This course enables professionals to transform performance management into a continuous, results-driven process that supports growth, engagement, and organizational success.

