

Workshop on  
**Constructive Employee Performance  
 Appraisal and Potential Review**



**Thursday, April 18, 2019 - 9.30 a.m. to 5.00 p.m.**

**Venue:** AMA Seminar Hall, AMA Complex, Torrent-AMA Management Centre, Core-AMA Management House, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.

EPAPR should be an intellectually and emotionally rewarding business process for both the appraisee and the appraiser. However for many, it is a dreadful annual ritual, they are compelled to go through. Badly handled EPAPR can demotivate employees and may lead to unintended consequences. Constructive EPAPR can make an organization stable and robust. This program is specially designed for appraisers – what preparation they have to do before EPAPR and how to conduct the EPAPR in a constructive way with positive outcome.

**Content and Flow**

Theme / Exercise

- Evaluating the last session of receiving feedback by participants from their seniors
- Terminology and Concepts: PM - Performance Management triangle (Mission-Goals-Tasks); Annual calendar of events in PM; SMART KRA & KPI; Judgmental Vs Behavioral feedback – SBI – Situation – Behavior – Impact method; Reflective Listening
- Listing of Appraisee expectations from appraiser regarding: Performance Appraisal; Potential Review; Expectations for the next year
- Preparation needed before Performance Appraisal: Performance Vs Preset Goals / Expectations; Performance beyond Preset goals; SWOT & PEST Analysis
- Appreciating Performance and Potential Performance Counseling the Appraisee in improving the performance and utilizing the potential: KASHI Set; Recording critical incidents; SBI – Situation – Behavior - Impact
- Potential Review – Preparation needed before annual meet: Succession Plan; Career development Plan
- Preparation for stating the expectations for the next year: Annual corporate plan
- Normalising and Bell curve

**Program Facilitator:** Mr. Suresh Pandit a practicing management consultant, trainer and coach for more than 40 years, has helped, hundreds of manager-leaders in different organizations in giving constructive feedback to their team members.

**Registration Fee:** Rs.1600/- per participant inclusive of GST. If not member, persons who attended any one of AMA programme during last 2 year can avail concession of 10%. Member & Member Company 10% Concession. Fee includes course fee, cost of reading material, lunch & refreshment. Cheque should be drawn in favour of “**Ahmedabad Management Association**”. If you wish to avail GST Credit, please provide your GST Number. Tax Invoice will be issued on receipt of your GSTN.

**Workshop on Constructive Employee Performance  
 Appraisal and Potential Review**

**April 18, 2019**

**REGISTRATION FORM:** Please fill-in and return this form along with participation fee to:  
**Ahmedabad Management Association**, Dr. Vikram Sarabhai Marg, ATIRA Campus, Ahmedabad 380 015.  
 Mobile: 9537407187, 7069940917, 7203030990 • Phone: 079-26308601-2-3-4-5 • Fax: 079-26305692  
 E-mail: ama@amaindia.org • Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org  
 Cheque should be drawn in favour of “**Ahmedabad Management Association**”.

<b>Name(s)</b>	<b>Position</b>
1.	
2.	
<b>Organization:</b>	
<b>GST No.:</b>	<b>AMA GST No.: 24AAATA 5881D1Z0</b>
<b>Address:</b>	
	<b>Pincode No.</b>
<b>Telephone(s):</b>	<b>Mobile:</b>
E-mail: <input type="text"/>	