



Programme on
Performance Management System
 – Adding Purpose to Performance Reviews
 Saturday, June 3, 2017 • 9.30 a.m. to 5.00 p.m.

Venue: Torrent-AMA Management Centre, Core-AMA Management House, AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad

Introduction : A performance appraisal is not an adversarial situation nor is it the occasion for social chitchat. When done properly, a performance appraisal is an essential communication link between two people. Too often an appraisal is left until the last minute and done in a hurry – the superior feels guilty, the subordinate feels let down, and the results vary from poor to terrible.

Research indicates that more than half of employees working today do not understand how their work is evaluated. If this is true for your situation, it's time to make a change and to use the ideas in this workshop to fashion a well-planned and thoughtful process of performance appraisals.

Objectives : • Develop and get agreement on Performance Objectives
 • Monitor and Analyze Job Performance
 • Provide Feedback and Coaching to Reinforce Positive Performance and to Redirect Performance, when necessary
 • Conduct the Performance Appraisal discussion Positively and with Ease

Contents : • Performance Management System – Conceptual Foundation
 • Top Ten Problems in Performance Management
 • Factors Influencing Performance Ratings
 • Common Pitfalls ...
 • Four Key Supervisory Skills for Performance Appraisal
 • Guidelines for Performance Appraisals
 • Appraisal Procedure
 • Constructive Feedback – Opportunity for Learning
 • Programme Sum-up

Methodology : Discussions, Exercises, Case Studies, Presentations, etc.

Who Should Attend? All Functional Heads, Dept. Heads, Section Heads, etc ... from different functions, who are involved in the execution of the Performance Appraisal System. This informative programme will enhance their professional excellence, through a mixture of powerful techniques and proven methods.

Faculty : **Mr. Hiren Vakil**, Corporate Trainer & Management Consultant

Fee : Rs.1500 per participant. Fees include course fee, cost of reading materials, lunch and refreshments. (Concession: 10% for members, 20% for patron members). Cheque should be drawn in favour of "**Ahmedabad Management Association**".

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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. Phone: 079-26308601-5 • Mob.: 9537407187, 7069940917
 E-mail: ama@amaindia.org • Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org.

Name(s)	Designation
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Organisation:	
Address:	
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