

PERFORMANCE APPRAISAL MADE EASY – A COMPLETE GUIDE

Trainer

Dr. Jasjit Kaur obtained her PhD in the Technology Management field with Innovation as the area of specialization at USM. She also possess a Master of Business Administration (MBA) and a Bachelor of Business Administration (BBA) Hons., both from UUM and Certificate in Personal Management from MIPM. She has more than 16 years of experience; both in the manufacturing and service industry.

Ms. Jasjit has been a corporate trainer for the past 14 years. She has conducted extensive Public and In-house training ranging from human resources, counselling, motivation & team building, supervisory skills, office management and leadership skills, warehouse management, logistics management, inventories to business communication. In her capacity as a Training Specialties, she has conducted training for all levels of staff. In the past, she has conducted Training Courses for PLUS, Mattel (M), LKT Ind, PGEO Group, Shangri-la Hotel and others. In addition, she is a certified Trainer for Development Dimension International's Recruitment Program, a certified ISO 9002 Internal Auditor and a certified Verifier by the National Vocational Training Council.

Organised by:



FMM Institute
Sabah Representative Office
Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai
Sulaman Coastal Highway
88400 Kota Kinabalu.

Contents

Unit 1: Introduction to Performance Appraisals

- Defining Performance Appraisals
- Purpose of Performance Appraisals
- Benefits of Performance Appraisals
- Why Performance Appraisals are avoided

Unit 2: Types of Appraisal Systems

- Graphic rating scales
- Behaviourally anchored rating scale system
- Behavioural Observation Scales system
- Basics of KRA/KPI system

Unit 3: Appraisal Process

- Ethics
- Traits of an effective appraiser
- Pitfalls
- Pre appraisal preparations

Unit 4: Communicating with the Employee

- Importance of the communication process
- Appraisal interview process
- Conducting the appraisal interview
- Providing constructive feedback

Objectives

At the end of the training, the participants will be able to:

- Understand the importance of Performance Appraisals
- Learn various Performance Appraisals methods
- Enhance skills on how to conduct effective Performance Appraisals
- Handling the Performance Appraisal Interview effectively

Who Should Attend

All Department heads, Section heads, Managers, Executives and Supervisors who are in the capacity to conduct performance appraisals.

IN-HOUSE TRAINING AVAILABLE!!

Administrative Details

Registration :

- Completed registration form received by fax or mail to FMM Institute would be deemed as confirmed.

Payment:

- Cheque made in favour of **FMM Institute** should be forwarded to the FMM Sabah Representative Office.

Closing Date : 18 June 2012

Cancellation and Refunds:

- Must be in writing with reasons
- 7 days before the course -100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to cancel or reschedule the above course and the right to change the facilitator should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

Date : July 9-10, 2012 (Mon-Tue)

Time : 8.30am – 4.30pm

Venue : FMM Institute

Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai 1
Sulaman Coastal highway
88400 Kota Kinabalu, Sabah

Fee : RM650.00 per pax (FMM member)

RM850.00 per pax (Non member)

(Fees include course materials, Certificate of Attendance and meals)

10% Discount for group registration of 3 pax and above

For further enquiries, please contact: Nelly/Florisa

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E-mail : fmmsabah@fmm.org.my/nelly@fmm.org.my

Performance Appraisal Made Easy – A Complete Guide July 9-10, 2012

- Registration Form -

Dear Madam/Miss,

Please register the following participant(s) for the above programme

Submitted by:

1 Name : _____
Designation : _____
Nationality : _____
I/C No : _____

2 Name : _____
Designation : _____
Nationality : _____
I/C No : _____

Name : _____
Designation : _____
Company : _____
Address : _____

Email : _____
Tel no : _____
Fax no : _____

(if space is insufficient, please attach a separate list)