

EMPLOYEE EVALUATION

WORKSHOP GOALS

Participants of workshop will learnt how manage employee evaluation and lead discussion about performance. In a traditional employee evaluation, the manager or supervisor writes and presents the employee's contributions and shortcomings to the employee. The manager and employee then discuss improvements. Workshop goal is to help managers and leaders how to provide constructive evaluation and how avoid mistakes and non-constructive critics. Practical training how manage and lead employee evaluation.

CONTENT

Why organisation needs employee evaluation system

Employee evaluation goals (scores in evaluation)

What employee evaluation included

Impact of employee evaluation to salary

Employee evaluation organisation

- Evaluator preparation

- Evaluated person preparation

- Timing and Place

- How lead discussion about performance, main principles

- Employee evaluation steps

Giving and receiving feedback

- Giving feedback rules

- Receiving feedback rules

Objections, critics and conflicts

- Reaction on valid critics

- Reaction on wrongful critics

- Twelve rules of criticizing

How to communicate information effectively

- Procedure and principles of active listening

PRICE AND BILL INFORMATION

- 15 000 Kč + VAT / in range 4 hours – price include handouts for each participant; realization in English

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