

Sharpen Your Performance Management and Appraisal Skill Workshop

Why do you need this program?

Performance management is a strategic approach to ensuring for the effectiveness and efficiency of an organization. **HOW TO SET UP SUCH AN SYSTEM?**

Even though a performance system is set up, acquiring appropriate performance management and appraisal skill is also critical for managers. Besides, it is a challenge for the HR professionals to facilitate the overall performance review process effectively. As they often encounter the issues, for instance, why do some employees work very hard but cannot achieve the goals? Why do some managers and employees not have good conversations during the appraisal processes and even have worse working relationship afterwards? **WHAT GOES WRONG HERE? HOW CAN GET IMPROVEMENT ON AND ACHIEVE THE GOALS EVENTUALLY?**



This practical and interactive training workshop is available now.

Who is this program for?

The workshop is particularly attended by HR professionals, line managers and supervisors who are responsible for driving team's and individual performance and conducting periodical performance evaluations at work.

Program outline

The purpose of this workshop aims at developing participants with the knowledge and skills to establish an effective performance management system to support, motivate and develop employees and team to work effectively and efficiently to achieve business objectives. At the end of the workshop, participants will be able to answer:

- Definition of performance management
- Performance management cycle and the relevant tools
- How to implement effective goal setting
- Competences for performance
- How to give feedback on performance management and appraisal dialogue
- How to apply different leadership styles to address performance issues
- How to develop performance and development plan
- Some insights on reward system based on performance



Date & Time: 18th October, 2019 (Friday) 9:30am – 5:30pm

Venue: Room 2101, 21/F., Gala Place, 56 Dundas Street, Kowloon (Yaumatei MTR exit A2)

Language: Cantonese with English terminology

Fee: HKD2,300 / *HKD2,150

*Discount for payment settled on or before 27th September, 2019, or 3 delegates apply together.

Certificate: Participants who successfully complete this course and have 80% attendance will be issued a Certificate of Attendance

Enquiry: Tel: 21539887 Email: training@ced.edu.hk

Enrolment:

Please make cheque payable to “CED School of Business Limited” and send it together with this form to: CED School of Business, Room 1314, 13/F., Gala Place, 56 Dundas Street, Mong Kok, Kowloon

Trainer:

Dr Phiyon Lam

Doctor in Business Administration

Phiyon has possessed more than 25 years of experience in Human Resources Management with sizeable US-based and European global corporations in manufacturing, consumer products, supply chain and automation engineering industries across Asia Pacific region. She has held senior regional HR leader positions in those companies and is now working as a Management Consultant.

Having in-depth working experiences in human resources management under global business environment, Phiyon is equipped with comprehensive expertise in optimizing and turning around organization performance for organization change, merge and acquisition. She is also good at formulating and executing organization development strategies including talent recruitment, development and retention, performance management, compensation and benefit system establishment.

Enrolment Form

Sharpen Your Performance Management and Appraisal Skill Workshop (18 October 2019)

Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to training@ced.edu.hk

Company Name:		Contact Person Name:	
Address:		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms):		Delegate Name (Mr/Ms):	
Position:		Position:	
Telephone:	Fax:	Telephone:	Fax:
Mobile:		Mobile:	
Email:		Email:	

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call **(852) 2153 9887**
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fail to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ All the course fee should be settled 3 working days before the class date. Late payment will be subject to HKD200 administrative charges.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1. ☐ Fax 2. ☐ Email 3. ☐ Website 4. ☐ Seminar 5. ☐ Facebook 6. ☐ LinkedIn 7. ☐ Advertisement 8. ☐ Business Manager 9. ☐ Others: (Please specify) _____

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions

Signature: _____ Date: _____