



PERFORMANCE CONVERSATIONS FOR EMPLOYEES: MANAGING PERFORMANCE APPRAISALS EFFECTIVELY

Target Audience: Employees who want to manage upwards effectively and create conditions to do their best work.

WHY IS THIS CRITICAL?

Because it is not possible to perform one's best without aligning one's aspirations and sense of meaning to the organization's. A high performing employee manages upwards effectively to create the conditions for them to do their best work.

- Aligning mutual expectations between manager and employee focuses one's efforts
- Articulating one's strengths creates more opportunities to leverage what they are good in
- Identifying growth opportunities unleashes energy for learning
- Taking ownership in one's performance empowers one to do their best

HOW IT WORKS?

This workshop focuses on:

- Performance management cycle and review process
- Motivation and growth mindset in performance motivation
- Organizational competencies and behavioural indicators in performance appraisal
- Identification of strengths and demonstrations of organizational competencies
- SMART targets and heart-to-heart conversations on possibilities and expectations
- Appreciative questioning and conversation techniques to identify issues that matters
- Growth mindset in giving and receiving feedback

OUTCOMES

By the end of the course, participants will be able to:

- Apply goal setting and deep conversation techniques to explore issues of individual ownership and commitment to goals
- Apply evidence-based behavioral observation to link individual's strengths and work achievements to organizational competencies
- Explore individual's possibilities and aspirations in heart-to-heart career conversations with manager

WHAT IS IT?

- A one-day interactive experience
- Multiple delivery methods: face-to-face or virtual instructor-led, print or digital materials
- Tools to support planning and holding successful performance conversations
- Other formats available: keynotes, microlearning, train-the-trainer programs
- Internal workshops with flexible delivery options are available to accommodate different needs, geographies, time zones and languages

Technical Skill Competency:

PERSONAL EFFECTIVENESS

RET-PMD-3005-1.1

- Full-day course (8.30am - 5.30pm)
- 1 hr personal coaching/assessment¹

¹conducted two weeks from workshop

Course Fees ² NON-SMEs SMEs

AGE		
SC above 40	\$245	\$245
SC under 40 + PR	\$317	\$317
Non SC & PR	\$470	\$470

SC: Singapore Citizens | PR: Permanent Residents

²Absentee payroll funding at 80% of hourly basic salary, capped at \$7.5/hr (non-SME) and \$4.5/hr (SMEs)

"The workshop was very interactive and useful; it helped me have a better understanding of what I want and how I can achieve it. Identifying my career anchor helped me to initiate a productive conversation with my manager. Thank you, it was great how the trainer kept it simple and yet engaging."

Manager from educational institute

Public Course Dates

2021: 6 Sept

Register at: bit.ly/FLAMERegPCE

