

# SATVAM Consulting Private Limited

## Program on Effective Performance Appraisal

For organisation & employee development

<u>Date &amp; Day</u>	<u>Location</u>	<u>Venue</u>
March 14, 2018 (Wednesday)	Bangalore	Hotel Trinity Isle, Subedar Chatram Road, Swastik Circle, Sheshadripuram, Bangalore - 560 020

(Program Time: 09.30 a.m. to 5.30 p.m. & Registration/breakfast: 9.00 to 9.30 am)

### Benefits/ learning objectives:

Almost all organizations practice performance appraisal in one form or another to achieve certain objectives. Amongst various processes, Performance Appraisal (PA) is an important organisational process. Performance Appraisal is a doubled edged sword. If the PA process is handled properly, it brings healthy culture of performance in the company. It brings out developmental needs of the individual and also of the organisation. On the contrary, if due importance is not given to this process or if it is mishandled, it lowers down the motivation of the staff. At times PA becomes the cause of employee frustration which in turns fosters employee attrition.

This program aims to provide right approach and techniques to ensure that the appraisals are conducted in a structured, productive and positive manner.

### Contents:

- Objective and benefits of Performance Appraisal (PA) for organisation development as well as employee development
- Difference between Performance Management System (PMS) and PA
- Role of HR Department in the execution of PA process
- Role of other departments in the execution of PA process
- KRAs - Flaws that creep in while designing KRA
- Why every employee needs to know how to design KRA?
- Importance of constructive feedback
- Using KRA designing sheet
- Common errors made while doing PA
- Importance of maintaining "Performance Diary"
- How to measure cost of under-performance?
- Process flow after the PA exercise
- Conducting PA interview & handling differences during the PA interview
- Discussion on sample "Policy on Performance Appraisal"
- Case studies on PA

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## Participation Level:

- HR personnel involved in Performance Appraisal Process
- Functional Heads, line managers and supervisors who conduct performance appraisal for their sub-ordinates
- Senior Management personnel may attend the program to review the PA system at macro level

## Registration Fee:

**Early Bird Discount:** Rs. 3,900 plus GST per participant if the fees are paid on or before early bird date

**Regular fees:** Rs. 4,900/- plus GST per participant which includes refreshments, buffet lunch & reference material.

The facility to pay fees after the program date may be provided on payment of additional convenience fees. For further details, please contact our office.

Overnight stay arrangement, if any, needs to be managed by participant.

Cheque/Demand draft should be drawn in favour of “**SATVAM Consulting Private Limited**” payable at **Mumbai**. Our Income Tax PAN is AAICS5300G & GST is 27AAICS5300G1ZJ.

The company reserves the right to alter the venue, cancel or postpone the program with the limited liability to refund the total fees.

**Cancellation policy:** Fee is non-refundable or non-adjustable in any manner. However, replacement of the participant is allowed in same batch.

**Prior registration for the program is mandatory**



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## **Nomination:**

Please send nomination along with the cheque and name/contact numbers/ email ids of the participants at

**SATVAM Consulting Private Limited - Corporate Training Section**

61, Whispering Palms Shopping Centre, Near Oriental Bank of Commerce,

Lokhandwala Township, Akurli Road, Kandivali (East), Mumbai - 400101

Telephone nos.: 022 - 6698 1100 (6 Lines) Fax: 022- 6698 1105

Email: [seminar@satvam.com](mailto:seminar@satvam.com) / [seminar@satvamindia.com](mailto:seminar@satvamindia.com) Website: [www.satvam.com](http://www.satvam.com)

**The option to make payment through NEFT available, please contact us for bank details**

## **In-house Training Program:**

If you have more than 8 employees to whom this program is relevant, we will conduct customised training programme for your company's staff. Please contact us to work out further details - Email [seminar@satvam.com](mailto:seminar@satvam.com) / [seminar@satvamindia.com](mailto:seminar@satvamindia.com) or call 022-66981100

## **Our forthcoming programs:**

- **Bangalore - March 08 (Thursday)** - Program on Employee Tax
- **Bangalore - April 09, 2018 (Monday)** - Program on Recent Judgements in Labour Law
- **Bangalore - May 15, 2018 (Tuesday)** - Program on Contract Labour
- **Bangalore - May 17, 2018 (Thursday)** - Program on Advanced MS Excel

For complete training calendar & brochure, visit our website [www.satvam.com](http://www.satvam.com) or call on 022-6698 1100 or drop an email at [seminar@satvamindia.com](mailto:seminar@satvamindia.com) or [seminar@satvam.com](mailto:seminar@satvam.com)

