



FMM Institute (475427-W)
Penang Branch

Effective Performance Appraisal

5-6 Jun 2012

9.00 am – 5.00 pm

Training Venue:

FMM Institute, D'Piazza Mall, Bayan Baru

SBL SCHEME

100% CLAIMABLE FROM PSMB

Introduction

Improper and biasness in dealing with Performance Appraisal process may lead to exit of talented employees to your competitors especially during this tight labor market. Proper feedback on work performance will motivate employees for higher productivity and/or reduce the chances of terminating non-performers through a proper Performance Appraisal System. A properly maintained documentation on Performance Appraisal will safeguard your company from being unnecessarily sued by the discontented employees.

Employees Seek Fairness & Deserve To Be Told On Their Performance Through Proper Counseling, Interviewing and Mentoring

Benefits To You

- View performance appraisal as an important tool for development rather than merely formality
- Able to describe the appraisal process from start to finish
- Learn how to rate the individuals objectively
- Be more prepared and aware of the individual performance
- Be professionally trained how to conduct an appraisal interview
- Be able to identify appropriate action plans which are vital for the development of their staffs
- Be able to take appropriate action for non-performers within the legal framework
- Learn how to conduct the annual performance appraisal session, set measurable objectives and create a development plan

Outline Contents

- Performance Appraisal Overview
- Steps in Performance Appraisal
- Familiarize with the Performance Appraisal Tool
- Challenges and Issues in Performance Appraisal
- Assessing Performance through Skills, Knowledge and Behavioral Competencies
- Performance Appraisal Interview
- Performance Development Plan
- Motivating & Coaching and Mentoring
- Performance Appraisal System – Forms & Procedures

Who Should Attend

Human Resources Practitioners, Managerial and supervisory staffs who are involved in Performance Appraisal

Trainer Profile

Dr Allan Lim was the Asia Pacific Human Resources Director of an American MNC. He brings with him more than 20 years of experience in human resource planning and management, strategy formulation, organizational development, Industrial relations consultation and business process improvement. Dr Allan is a Certified Behavioral Consultant by The Institute For Motivational Living, Inc., New Castle, PA USA and Thomas International and a Certified Trainer from PSMB.

A post graduate holder in Human Resource Management with Humberside University, Dr Allan accomplished a majority part of his educational level by obtaining Master of Science in Human Resource Management from the University of Portsmouth, UK. Subsequently, he obtained his Doctorate in Business Administration from Edision University of Technology, UK.

As an enduring facilitator in varied Human Resource programs, Dr Allan also lectures specific subjects in Master, Diploma and Certificate programs for the MIHRM graduates and professionals.

Recognized for his congenial personality and cordial characteristics, Dr Allan has conducted lectures on public and in-house programs for most of the multinational companies. Dr Allan's specialization is on Industrial & Employee Relations; Managerial Leadership Development programs; Conducting Training Needs Analysis & Competencies Skill Development; Compensation & Benefits Program, Motivational Programs and Developing Personality, Job Profiling and Leadership Transformation using DISC.

Dr Allan had delivered several local and international forums like, Fostering of Life Long Learning Culture at the HRDC Conference (2004); Managing, Developing & Motivating Your Sales Force (2007); Effective Staff Recruitment & Retention

Strategies (2006); Balanced Scorecard's Point of View To Organizational Success (2009) by Asia Business Forum and Case Study On Strategic Human Resource Management (2010) at Asia HR Summit

ADMINISTRATIVE DETAILS

COURSE FEE *RM780.00 (FMM Member) / RM880.00 (Non-Member) per participant (The fee includes luncheon, coffee/tea breaks and notes)*

DRESS CODE Office Attire

REGISTRATION Participation in the programme is based on a first-come-first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded on or before programme date to the FMM Institute, Penang Branch, Bandar Seberang Jaya. Participants who registered but did not attend, will be billed accordingly.

CANCELLATION There will be no refund for cancellation within 2 days prior to the programme, 50% for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme. Please inform in writing if you intend to cancel. A replacement can be accepted at no additional cost.

DISCLAIMER The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the programme should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes. Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.

ENQUIRIES Ms Nazliza
FMM Institute (Penang Branch)
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Website: <http://fmm-im.fmm.org.my> (Penang Branch)

CLOSING DATE **28 May 2012**



REGISTRATION FORM

Effective Performance Appraisal

Time : 9.00am – 5.00pm

To : Ms Nazliza/(Fax : 04-6302054/3994863)
FMM Institute (Penang Branch)

1. Name : _____

Designation : _____

Email: _____

2. Name : _____

Designation : _____

Email: _____

3. Name : _____

Designation : _____

Email: _____

4. Name : _____

Designation : _____

Email: _____

Enclosed cheque / bank draft no. _____ for
RM _____ being payment for
participant(s) made in favour of **“FMM Institute”**

Submitted by :

Name: _____

Designation: _____

Company: _____

Address: _____

Tel : _____

Fax: _____

Email: _____

Membership No. : _____