



**Specialized Course in
Human Resources Evaluation
Systems:**

Performance Appraisal

Training plan



Specialized course in Human Resources Evaluation Systems

Performance Appraisal

Evaluation is at the core of current HR management practice & systems in nowadays organizations.

This course will provide participants with concepts, methodologies, tools and examples for the design and implementation of a **360° HR evaluation system**. In particular this course deals with the design of performance appraisal systems and their application for HR motivation and compensation.

⇒ The lessons are conducted on face by face basis by [ITALIAN UNIVERSITY PROFESSORS AND ITALIAN SENIOR CONSULTANTS](#) skilled in the Human Resources field.

⇒ Each module will be conducted during one week through five lectures of 4 hours each.

⇒ At the end of the course, the participants will have a [Certificate of Attendance](#).

This course is designed for:

- Executives middle and first line managers/supervisors
- Consultants in the HR field
- Managers representing private and public sectors
- Young graduates who are searching for a job qualification.

Facilities & Services

- Lectures will take place in standard lecture rooms as well as in fully equipped computer labs with full Internet access.
- We provide participants with studying materials both paper and in electronic format.
- There is a specialized library with books, references and journals in topics related to management development and IT.



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Training program:

Day	Title	Content	Training methodologies
I	The HR evaluation process	Phases and objectives of a HR evaluation systems What to evaluate: Performance, competencies, organizational positions, potential Why to evaluate: applications to HR governance Critical aspects in introducing an HR evaluation system in your organization	Lecture, case studies, class discussion
II	The performance appraisal process	Organizational, process and Individual performance, identification of performance Who evaluates, when to evaluate, performance review and feedback,	Lecture, examples from the field, class exercise in building performance indicators
III	Performance Appraisal methods	Approaches and Techniques to measure performance: interview and tests, performance rating	Lecture, examples from the field, class exercise in applying existing techniques for performance appraisal, class discussion
IV	Compensation I	Compensation & benefits: objectives and characteristics of HR rewarding systems How to use performance appraisal results to design and set up for compensation & benefit	Lecture, role-playing simulation of a performance review, class discussion
V	Compensation II	How to use performance appraisal results to design and set up for compensation & benefit	Lecture, case studies on compensation & benefit policies and tools, class discussion

Which **practical skills & business** knowledge will you acquire after successful completion of this course:

- Analyse and design the appraisal process
- Define effective indicators to measure your HRs performance
- Building performance evaluation systems
- Use performance evaluation systems to improve your people performance & motivation
- Design effective incentive & reward systems