

## Master class:

# Enhance Employee Performance by Creating Positive, Paperless and Productive Appraisals

## Dr. Gordon Anderson

**World Class Consultant on  
Performance Appraisal and  
Reward Management**

### Dates

**09 – 10 May 2017**

**From 08:30 to 16:45**

**Language – English**

### Venue

**HILTON PARK Hotel – Nicosia**

### About the Master class



There have been many changes of thinking, especially in the last 5 to 10 years about the best ways to appraise, motivate and reward staff.

The approach adopted in this seminar, encouraging a fundamental re-thinking about appraisals is based on an article written by the trainer and published by the C.I.P.D., London, which emphasizes the importance of developing appraisals: Positive, Paperless and Productive.

This seminar aims to explore ways for the future application of appraisal and reward systems that will help to enhance staff motivation, staff retention and productivity.

It will also take into account recent changes in the present business and economic environment, characterized by change, recession and re-structuring and the increasing diversity of the work force.

### Aims of the Master class

The aim of this Master class is to examine innovative approaches to appraisal, rewards and employee motivation based on the new appraisal philosophy characterised by the words 'positive, paperless & productive', and to analyse their practical application in Cypriot organizations.

### Programme Structure

**Part 1 – TWO DAY TRAINING SEMINAR** 09 – 10 May 2017 – HILTON PARK Hotel – Nicosia

### Part 2 – SITE VISIT

The company of each person who attends the two-day Seminar is expected to subscribe to a half-day session of 4 hours, in the second stage of the program. The instructor will visit each company and spend time working with those who attended the Seminar and where appropriate, with their senior colleagues.



Τα προγράμματα εγκρίθηκαν από την ΑνΑΔ. Οι επιχειρήσεις που συμμετέχουν με εργαζομένους τους, οι οποίοι ικανοποιούν τα κριτήρια της ΑνΑΔ, θα τύχουν της σχετικής επιχορήγησης.



# Benefits of Attending

By the end of this seminar participants should be able to:

- Understand the philosophy of 'positive, paperless & productive' appraisals.
- Evaluate problems & difficulties in using traditional appraisal methods in modern organizations operating often in uncertain & fast-changing business environments.
- Appreciate the objectives that the concept of 'positive, paperless & productive' appraisals can achieve in organizations.
- Understand the conditions that must be created for the new concept for appraisals to be successfully implemented.
- Identify the steps in designing and implementing 'positive, paperless & productive' appraisals in an organization.
- Understand ways of effectively linking the new concepts recommended for appraisals to psychological and financial rewards.
- Review the role of 360 degree feedback systems in supporting strategies for 'positive, paperless & productive' appraisals, and for motivating and rewarding staff.
- Evaluate to what extent the new concepts recommended for appraisals can be applied in their organizations.



## Who Should Attend

Directors, Human Resource managers, Senior managers, Finance managers, and other managers who have responsibilities for managing, training and developing staff and /or have an involvement in shaping HR strategy.

## Issues to be Addressed

**The ultimate aim is to help each company achieve one or more of the following objectives:**

- To assist participants in reviewing present approaches to appraisals and rewards in their organization
- To review with participants the new concepts for appraisals outlined in the seminar and discuss to what extent they could be applied in the participant's organization
- To evaluate, in discussion with participants, the extent to which the conditions required for the new concepts of appraisals exist in the participant's organization
- To review with participants their organization's present policies towards rewards, and evaluate whether any types of rewards could be linked to appraisals
- To discuss with participants the way ahead for applying some of the ideas covered in the seminar



## Major Topics

- ✓ **Reviewing and Analyzing the Problems of Performance Appraisal**
- ✓ **Introducing the Concepts of 'Positive, Paperless & Productive' Appraisals**
- ✓ **Designing & Implementing the New Concept for Appraisals**
- ✓ **The New Concept for Appraisals in Action**
- ✓ **Conditions Required for 'Positive, Paperless & Productive' Appraisals to be Effective**
- ✓ **Linking Appraisal with Rewards**
- ✓ **The Role of 360 Degree Feedback Systems in Supporting Strategies for Appraising, Motivating & Rewarding Staff**
- ✓ **Creating a Balanced Reward Strategy, Linked to Appraisals**

## Programme Leader

Dr Gordon C. Anderson - A successful consultant, practitioner and a leading authority on performance appraisal and performance manager. Throughout his professional life, he gained practical and academic insights, which now conveys to audiences in a way that enthuses and empowers them to want to implement better approaches.

He has written 4 books and 30 articles on performance appraisal, performance management, reward management and other aspects of human resource management and on practical management skills. The books include "Managing Performance Appraisal Systems" which has been used widely by a number of universities, and "Making The Most of People".



He has been named by UK Institute of Personnel Management, London (Now the Chartered Institute of Personnel and Development) as a leading authority on performance appraisal and performance management.

He has also conducted many seminars in 15 different countries, including the UK, France, Germany, Malaysia, Singapore, Hong Kong, Indonesia, Thailand, Brunei, Cyprus, Lebanon, Oman, Kuwait, Poland, and Kenya.

He has carried out a substantial number of consulting assignments on performance appraisal, performance management, compensation and rewards and job evaluation.

Companies for whom this type of assignment, have been carried out include Mitsubishi, Compaq, Honeywell, Polaroid, the Royal Bank of Scotland, Barclays Bank, Citibank, ESPN/ Star Sports (Singapore), RoyScot Financial Services, Tyne and Wear Passenger Transport Authority, England, John Brown Engineering, Shell and the Land Transport Authority, Singapore

His seminars are aimed at providing tangible benefits, stimulus, knowledge and challenge, to encourage people to strive for continuous improvement.

## ZERO Cost Master Class

The training program has been approved by the Human Resource Development Authority (HRDA), as a vital importance seminar and is fully subsidized to eligible organizations that meet the HRDA criteria.

### APPLICATION FORM

**SURNAME / NAME**

**POSITION**

**I.D. NO**

**Mob. Phone NO**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

#### COMPANY / ORGANISATION

Company's Name: \_\_\_\_\_ Social Insurance No: \_\_\_\_\_

Contact Person \_\_\_\_\_ e-mail \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

P.O.Box: \_\_\_\_\_ Post Code: \_\_\_\_\_ District: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ No. of Employees: \_\_\_\_\_



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