

Employee Performance Appraisal Systems

Designing a fair, defensible appraisal system — and running the performance conversation without friction.

Level	Practitioner
Duration	3 days · 18 training hours
Fee	699 AED
Group size	6 - 20 participants
Delivery	In-house · Public run · Live virtual
Runs each year	14 June and 25 October

All training programmes are accredited by the Sharjah Private Education Authority.

Programme objectives

- Design a form that balances objectives and behaviours
- Cascade individual objectives from corporate KPIs
- Recognise and limit common rater errors
- Run a performance conversation that improves performance without damaging the relationship

Who it is for

HR managers, supervisors and line managers, and performance review committees.

Prerequisites: None.

Programme outline

Day 1 — Designing the system

- The competing purposes of appraisal and how to balance them
- The annual performance management cycle
- Form design and weightings
- Objective-based versus competency-based rating

Day 2 — Objectives and measurement

- Cascading objectives from corporate to individual
- Writing measurable individual objectives
- Rater errors: halo, central tendency, recency
- Forced distribution: when it helps and when it harms

Day 3 — The conversation and follow-up

- Preparing for the performance conversation
- Giving feedback on underperformance
- Performance improvement plans
- Role-play on difficult cases

Competencies developed

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|-----------------------------|----------------------------|
| • Performance system design | • Giving feedback |
| • Documentation | • Handling difficult cases |

What participants take away

- A customisable appraisal form
- A rater's guide
- A rater-error checklist and its counters
- A company-issued certificate of attendance

How it is assessed

Role-play of a difficult performance conversation, with trainer and peer feedback.

About the company

Innovation Excellence Consulting & Training is a Sharjah-based firm working with government and private organisations across the UAE and the region. We deliver management consulting, excellence award readiness, customer experience, corporate innovation, ISO certification and research — alongside accredited, applied training programmes.

Programmes accredited by the Sharjah Private Education Authority · 3,500+ professionals trained · 40 government and private entities

Why train with us

- No less than 40% of every programme is exercises and case work, not lecturing.
- Programmes designed on the ADDIE model, with cases drawn from the participants' own workplace.
- Trainers with genuine field experience in the work they are teaching.
- Delivered in Arabic and English to the same standard — in-house, public or virtual.

Register for this programme



To register, or to run this programme at your premises, get in touch — or register directly from the programme page on our site.

+971 6 558 7807

+971 55 139 9356

info@innovationexcellence.ae

www.innovationexcellence.ae

Office 37, One Center, Al Buttina Sharq St., Sharjah, United Arab Emirates

Fees are per participant in UAE dirhams and exclude VAT. Confirm the year of each run on our website.