

Advisory- Due to Corona virus Advisory we are taking precautionary measure in the training & are not allowing more than 8-10 people in the batch.

HR Interviewing Skills and Appraisal Management

21st April 2020 – Mumbai – Ramada Plaza

21st April 2020 – Bangalore – Royal Orchid

21st April 2020 – Chennai – Hyatt Regency

22nd April 2020 – Kolkata – Peerless Inn

22nd April 2020 – Pune - Sagar Plaza

22nd April 2020 – Hyderabad –Aditya Park

22nd April 2020 – Ahmedabad – Comfort Inn

23rd April 2020 – Delhi – Park Plaza

Overview

Poor recruitment has far-reaching implications. Think about the cost of first advertising the post, the time involved to sort the applications, prepare for and conduct interviewees, offer the position and undertake the induction training. Then consider the salary and benefits you provide, the time during which the new recruit is not generating business and so on. The costs soon mount up! The cost could go anywhere between Rs. 1 Lac to Rs. 3 Lac and more depending on the position. Add to this the potential damage the recruiting the wrong staff can do to your existing business, to the morale of the existing Team, as well as to the reputation of the company, let alone the cost of the time lost when new business was not being generated. If you choose the wrong person to employ, you have the additional concern of putting the situation right and minimizing the potential damage it can do. This Workshop provides participants with the skills, techniques and concepts required to be successful in selecting the right candidates for the job. Once Employees are carefully recruited to suit the organization, their performance should be reviewed periodically, to identify whether they have met the expected level of performance related to the organizations performance management process.

Almost all organizations practice performance appraisal in one form or another to achieve certain objectives. These objectives may vary from organization to organization or even within the same organization from time to time. It has been found that there are two primary objectives behind the use of this methodology. One is to use it as an evaluation system and second, to use it as a feedback system. Too often appraisals become an adversarial meeting where the manager has difficulty getting their point across successfully and the appraisee becomes defensive.

This Workshop will give you a number of approaches, and techniques to ensure that the appraisals that you conduct are structured, productive and positive meetings.

Who should Attend:

All HOD, Managers Team Leaders and Supervisors. Even experienced participants will find this valuable as a refresher and for additional skills.

AGENDA

HR Interviewing Skills

- Skills of Interviewing - an Introduction
 - The 3 Ps
 - * Prepare
 - * Practice
 - * Perform
 - Structuring an Interview
 - Inter Personal Communication Skills
 - * Questioning Skills,
 - * Art of Listening Reading Body Language
 - * Giving Positive Nonverbal Messages
 - Information Gathering
 - Sample Questions
 - Types of Candidates and How to Deal with Them
 - Interview Techniques And Role Play
 - Tips on Conducting Panel Interviews
 - Tips on Telephonic Interviews
 - Closing Interviews
- Communication / coaching / feedback , Empathy, Teamwork

AGENDA

Performance Appraisal

- Performance Management And Appraisal -
- Participants in Performance Management:
 - i. Organization ii. Supervisor iii. Employee
- Performance Management Goals
- HR's role in Performance Management
- Performance Management Process
- Prerequisites
 - i. Strategic Planning ii. Job Analysis
- Performance Planning
 - i. Planning for Results ii. Writing SMART goals
- Performance Execution
- Performance Assessment and Appraisal
 - i. Who Should Appraise ii. Methods - Problems iii. Writing the Appraisal Document
- Rewriting Appraisal Statements
- Performance Management Skills

Timings: 10:00 am - 5:00 pm, Registration begins at 9:30 am*

How to Register:

>> **Fees: Rs. 9000** /- +18 % GST per person one day.

>> Please write to gfordseminars@yahoo.com

>> **Call Mr. Nikhil Kapoor- 09315556407 / 09711114779 / Call -011-42111617**

>> Mode of Payment: Cheque / DD / NEFT / Paytm

>> Cheque favouring **GFORD Institute of Management Pvt Ltd** payable at **New Delhi**.

>> Our **GSTN. No. : 07AAECG5523F1ZU**

>> Fees include Refreshment, Lunch, certificate of participation & Course Material.

*Terms & Condition Apply. * Single Faculty of each location.

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