

## VALUE-ADDED SERVICES BY CATALYSTONE

### SYSTEM AND PROCESS WORKSHOP

*The workshop will give you a good understanding of the appraisal process and the system. How to prepare for, follow-through and follow up employee appraisals.*

#### TARGET GROUP

HR and train-the-trainers expected to coach and train managers, in the organization, in conducting employee appraisals.

Supported by CatalystOne™ Appraisal Manager software.

#### Description

During the session, you will learn how to use the system; CatalystOne™ Appraisal Manager, for preparations, dialogue, documentation and follow-up after the employee appraisal.

We will also discuss in detail the steps in the process to get a clear picture and understanding. The training will be a combination of live demo, theories, best-practice, tips and tricks.

#### CONTENT

- process walk-through
- how to use the system
- the Appraisal Review - live demo
- company policy for confidentiality and access

#### YOU WILL GET

- concrete tips and tricks around system usage
- good understanding of the Appraisal Review process and content
- high return on investment;
  - value for managers, employees and organization

#### TIME REQUIRED 2.5 hours

Can be combined with the services:

- Dialogue and Feedback
- Powerful goal setting

#### NUMBER OF PARTICIPANTS 5 – 15