



## Academy of Certified Human Resource Professionals

Regus Suites, 17<sup>th</sup> Floor, JKUAT Towers, Kenyatta Avenue,

P. O. Box 18582 - 00100, Nairobi, Kenya.

Tel: 020-5157034 | Mobile: 0722 300 245.

Email: [admin@achrp.org](mailto:admin@achrp.org) | Website: <https://achrp.org>

IHRM ACCREDITATION NO.: C00259

NITA ACCREDITATION NO.: NITA/TRN/1234

### Effective Performance Appraisal System

Start Date	End Date	Venue	CPD	Cost	Registration Link
27-10-2022	28-10-2022	Zoom Webinar	2	3,000.00	<a href="#">Register Here</a>

### Introduction

### Objectives

The objective of the **Effective Performance Appraisal System** training is to;

- What is Performance Appraisal
- Purpose of Performance Appraisal
- Goals and Work Efforts
- Performance Criteria
- Steps in Performance Appraisal Process
- Who Should Do the Appraising
- Methods of Performance Appraisal
- Importance of Appraisal Interview
- Requirements of an Effective Appraisal System
- Errors of Performance Appraisal

### Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

- HR Generalists
- Team Leaders & Departmental Heads,
- All those involved in performance appraisals,

### Zoom Credentials

Webinar Link	Meeting ID	Password
<a href="https://us02web.zoom.us/j/86129001943?pwd=ck5vUE43aHdaay9LbTM2amt2OXZDZz09">https://us02web.zoom.us/j/86129001943?pwd=ck5vUE43aHdaay9LbTM2amt2OXZDZz09</a>	861 2900 1943	845000

**Den Gathitu**

**Secretary General**

**Academy of Certified Human Resource Professionals**