QUANTIFYING PERFORMANCE APPRAISAL

Start Date:	03/08/2026	End Date:	07/08/2026
Categories:	Human Resources	Venues:	Durban
Formats:	In Person	Instructors:	

OVERVIEW

This course introduces data-driven methods to evaluate employee performance. Participants will learn how to design appraisal frameworks, apply rating scales, and align KPIs with business results using quantifiable performance metrics.

OBJECTIVES

By the end of this course, participants will be able to: – Design objective performance appraisal systems. – Develop KPIs aligned with roles and responsibilities. – Apply rating scales, weighted scoring, and calibration. – Use Excel to aggregate appraisal data and identify trends. – Link appraisal results to promotions, training, and rewards.

COURSE OUTLINE

1- Appraisal Philosophy and Metrics 2- KPI Development and Role Alignment 3- Scoring Models and Rating Scales 4- Calibration and Aggregated Analysis 5- Reporting Insights for HR Strategy

TARGET AUDIENCE

All Supervisory Levels, HR managers, L&D officers, performance analysts, and department heads involved in appraisal design or execution.

METHODOLOGY

Scorecard simulations, Excel analysis, case-based calibration, and performance dashboards.

CONCLUSION

Participants will leave with the ability to build transparent and measurable appraisal systems that inform decision-making.

DAILY AGENDA

Day 1: Principles of Appraisal Design

Review performance evaluation concepts and the need for measurable KPIs.

Day 2: Developing KPI Frameworks

Build role-specific KPIs and scoring guidelines tied to organizational goals.

Day 3: Scoring, Weights, and Rating Bias

Apply weightings, reduce rater bias, and conduct score normalization.

Day 4: Performance Analysis in Excel

Use Excel tools to visualize performance trends and variances.

Day 5: Appraisal Strategy and Outcomes

Present analysis findings and develop action plans tied to performance.

For more information, please contact us:

Email: info@gatewayconsulting.com | Phone: +96522968641

https://gatewayconsulting.com