

## QUANTIFYING PERFORMANCE APPRAISAL

<b>Start Date:</b>	18/05/2026	<b>End Date:</b>	22/05/2026
<b>Categories:</b>	Human Resources	<b>Venues:</b>	Durban
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### 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.

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*For more information, please contact us:*

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