



### **Training Course: Meaningful & Effective performance appraisal systems**

This course is designed for personnel who are involved in the management of ship staff and wish to familiarize themselves with science-based principles and elements of effective personnel appraisal systems.

The training will equip delegates with the necessary knowledge to design performance appraisal systems and conduct performance review meetings whilst enabling them to build on their performance assessment and management skills; participants will learn how to evaluate and develop people in their teams and use the appraisal system as a means to monitor the way organisational objectives are being achieved.

A highly interactive course, which will consist of a combination of lectures, group activities and practical role-plays.

#### **Course Objectives**

- Understand the value of an appraisal system in assessing and developing crew staff
- Learn how to design competency-based appraisal systems that are aligned with organisational strategy
- Sharpen communication and feedback skills

#### **Focus Points**

- Aligning the vessel personnel appraisal system with organisational vision and strategy
- The performance review cycle
- Key principles in designing objective, practical and growth-oriented appraisal systems
- Competency mapping
- Communication and feedback skills for performance review meetings
- Avoiding common pitfalls in performance evaluations

#### **Entry requirements**

None

#### **Duration**

2 days

**Who should attend**

Shore and ship staff with a managerial or supervisory role who are involved in the continuous improvement of the company's management system, e.g. managers in general, crew managers, human resource officers, training officers, masters, chief engineers, senior officers

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