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VIDEO TRAINING COURSE!

The Human Touch Performance Appraisal II

Every employee wants to be told how they're doing—honestly and often.

For Your Business Issues On

Communication, Goal-Setting, Motivation, Performance Appraisals, Performance Interviewing, Performance Planning

How-To Training Points

- How to prepare for a positive and constructive performance appraisal
- How to eliminate personal bias
- How to be specific and candid
- How to build on the employee's strengths to improve performance
- How to revise the job description to meet the organization's and the employee's needs
- How to evaluate your own performance as a manager

This video is an updated version of the original ***The Human Touch Performance Appraisal***.

What's the ideal performance appraisal? It's frequent communication and feedback on the job. But what about those annual form-completing sessions that so many supervisors dread? Supervisors who prepare for them correctly will motivate themselves and the employee.

The Human Touch Performance Appraisal II provides the "how to," step-by-step elements of a successful performance appraisal. This video, used by hundreds of companies throughout the world, will help your managers understand that performance appraisal doesn't begin and end in the annual review. It is an ongoing process of performance monitoring and motivating that benefits everyone. Give your employees the human touch.

Video Synopsis

Jack, a newly hired department head, stops by his boss' office to ask about performance appraisal procedures. Jack's boss explains to him that a performance appraisal isn't just an annual question asking and form-completion session, but is an

ongoing process of frequent communication and caring. The conversation is highlighted throughout by examples of proper and improper performance appraisal techniques.

Video Length: 24 Minutes

How To Use the Support Materials in this Training Course

This program can be used in a Facilitator-Led training session or as a Self-Study course.

The Facilitator-Led training session is designed for a 1½-hour or a 3-hour focused training agenda. The Training Leader's Guide offers step-by-step assistance with sample agendas for conducting the course, an exercise to teach participants how to properly prepare themselves for the performance appraisal interview, an exercise to teach participants the importance of setting mutual goals, and an exercise to offer participants the opportunity to prepare, plan and conduct a performance appraisal in a controlled environment.

The Self-Study program allows employees to take responsibility for their own learning. Employees should view the video and then complete the exercises, action plans and post-training assessments provided in the Self-Study Workbooks. Self-Study Workbooks are available in packages of 10.

Facilitator Package Includes:

- Video
- Training Leader's Guide
- How-To Book *The Human Touch Performance Appraisal*

Self-Study Package Includes:

- Video
- 10 Self-Study Workbooks

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Additional Materials Available:

- Training Leader's Guides
- Self-Study Workbooks (packages of 10)
- How-To Books *The Human Touch Performance Appraisal*
- Audiocassette



Closed-captioned for people who are hearing impaired.

Pricing Information:

Preview:	\$40
5-Day Rental:*	\$195
30-Day Rental:*	\$395
Lease/Purchase:	\$795

Code: HUMAN

**Rental option available for Facilitator Package only.*