Ten Minute Guide to Performance Appraisals

As a new manager, how do you construct a performance review that will give your employees balanced, encouraging feedback, yet provide them with the critiquing they may need? This book answers that question. It explains the importance of employee appraisals to your staff’s future performance, and details what you need to do before evaluation time comes around. You can learn how to write the review, how to handle the face-to-face part of the review, and how to deal with the aftermath of a bad review.


Straightforward steps show casual PC users how to add memory, upgrade the sound system, install a faster hard drive, or install new peripherals quickly and easily in order to improve the functionality and performance of the computer. Original. (Beginner).


Explains the different types of organizational teams, what to expect at each stage of development, how to deal with conflict, and how to use a proven problem solving procedure.

10 Minute Guide to Cc:Mail with Cc:Mobile - David Forkas - 2003-10-27

Provides an overview of the features of a Pocket PC and discusses applications including connecting to the Internet, tasks, media player, and ebooks.

10 Minute Guide to Groove 2.0 - Joe Levine - 2002

Explains the basics of the shared communication platform, covering installation, contacts, instant messaging and chat features, account management, and how to create a shared space and use shared space tools.

10 Minute Guide to CC/Mail - Kate Miller - 1999

This tutorial teaches the basic features and functions of the latest release of cc:mail and cc:Mail Mobile, in approximately 20 mini-tutorials, each of which can be completed in 10 minutes or less. Timesaving tips, Plain English definitions, and Panic Button advice help users throughout the book.


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If you manage a team, you need to be able to manage and manage their performance. From establishing a performance review cycle and building toward your year-end assessment, to providing individual feedback and coaching and establishing goal cohesion and accountability, this book teaches you the skills you need to inspire your team to higher levels of productivity and achievement. The Complete Idiot’s Guide to Performance Appraisals offers simple, practical help for busy people who need fast results. The book provides a detailed approach to the fundamentals of performance management. Coaching Employees, Delivering Effective Feedback, and Leading Teams. You’ll learn how to: Set-and adapt-employee and team goals Assess performance fairly Coach your employees Hold your employees accountable for their performance

The Complete Guide to Performance Appraisal supplies you with the quickest, most up-to-date methods available for making your appraisal system outstanding. This practical guide tells you how to set up a plan, how to collect information, and how to create and implement an ideal system from scratch. The Complete Guide to Performance Appraisal is your one-stop, how-to-do-it resource. Unlike many “systems” books, this guide is notable for its personal, forthright writing style. Author Dick Grote has worked with performance appraisal techniques for more than 20 years, and he knows which methods have been successful and which have flopped. This comprehensive book will help you set job objectives and measure the truly important aspects of an individual’s performance; prepare managers for the rigors of the appraisal interview, with scripts and proven interviewing techniques; create forms and procedures that satisfy your organization’s needs - and comply with legal requirements; gain support for your system throughout the organization; set up a training program for both appraisers and appraisees – a critical step for long-term success; increase employee skills and capabilities using Dick Grote’s original “Individual Management Development” procedure; explore the relationship between goal setting and performance management; and understand new and emerging trends such as team appraisal, [actual set symbol not recognizable] feedback, and computer-generated appraisals.

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