

# One Day Seminar on Performance Appraisal

2009

Organised by  
National Centre for Quality Management  
Mumbai

## OBJECTIVE

To acquire knowledge with practical applications of Performance Management Systems.

## METHODOLOGY

The programme will be fully interactive and there will be lecture, case studies, exercises and videos to sharpen participants skills.

## FOR WHOM

Department Heads, M.R.s, Project Co-ordinators, Managers of QC / QA, Production, HRD, Consultants.

## CONTENTS

- Why Performance Appraisal
- Elements of a Good Performance Management
- Goal Writing & Goal Planning
- Assessing Performance
- Giving Performance Feedback
- Performance and Rewards / Compensation Programmes
- 360 Degree Appraisals
- Pitfalls of the Performance Management Process.

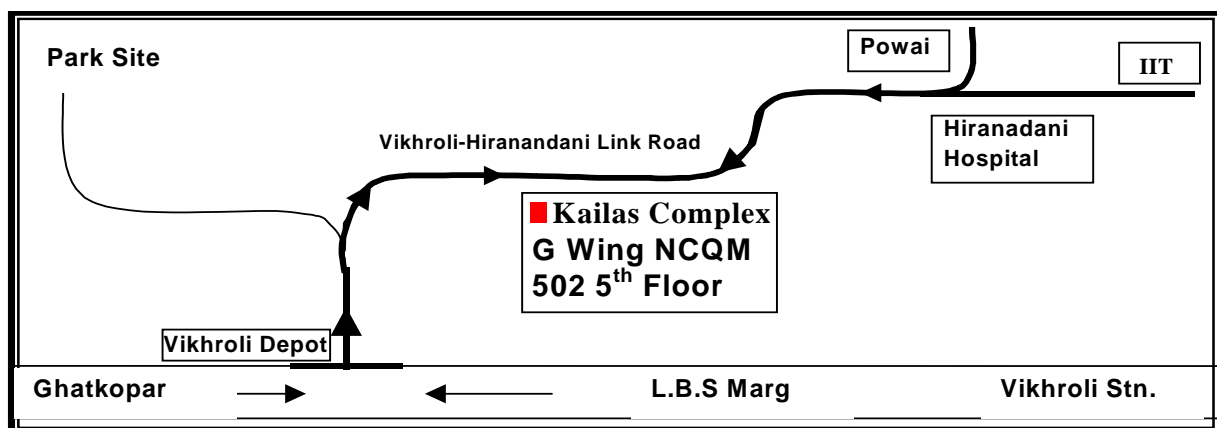
**TIMING** : Registration : 09.00 hrs.  
Session : 09.15 hrs to 17.00 hrs

**FEES** : Rs.2,000/- per participant  
Rs.1,800/- per participant (for NCQM Members Registration of 3 or more participants)  
**Plus Service Tax 10.3%**

**Registration on first come first basis**

(Fee include course material, cost of certificate, lunch, tea / coffee)

**VENUE** : NCQM Learning Centre, 5<sup>th</sup> Floor, G-502,  
Kailas Complex, Vikhroli – Hiranadani Link Road,  
Vikhroli (W) Mumbai 400 079.



### REGISTRATION

Please send nomination accompanied by course fee in favour of **National Centre of Quality Management** by demand draft / cheque payable at Mumbai,

To

Programme Co-ordinator

**National Centre for Quality Management**

G 501-503, 5th Floor, Kailas Complex, Parksite,

Vikhroli - Hiranandani Link Road, Vikhroli (W) Mumbai 400 079.

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### ORGANISERS

#### **National Centre for Quality Management (NCQM)**

- ❖ NCQM was established in 1985 by a group of enlightened industrialists and professionals to spread the culture of quality in the Indian economy.
- ❖ A Not-for-profit premier professional organization engaged in dispensing quality related services to various sectors of Industry through seminars, training, education, publication, research and advisory services.
- ❖ NCQM has already conducted more than 1000 programmes and seminars related to Quality management, Environment Management, Occupational Health & Safety Management and HR related areas.
- ❖ NCQM has its Headquarters in Mumbai and Extension Centres at Ajmer, New Delhi, Navi Mumbai, Pune and Rajkot.