



Capacity Building of the Georgian Leadership Community to Improve Decision-Making and Negotiation Skills

PROGRAM WORKING SEMINAR IN PERFORMANCE APPRAISAL

Agenda

8 April 2014

Facilitators: Hans Norgren, SIPU International

Natia Janezashvili, SMART Consulting

Georgian Foundation for Strategic and International Studies (GFSIS)

3a, Chitadze Street, Tbilisi

Overall Aim of the Workshop

After the seminar participants will be equipped with basic knowledge and inspired to implement performance appraisals in Ministry of Justice and Ministry of Foreign Affairs, using some of the tools provided

Learning Objectives

After participating actively in the session, participants will

- Be aware of the purpose and benefits of performance appraisals
- Be able to explain the objectives of performance appraisals
- Be familiar with different approaches to performance appraisals
- Have made an action plan for how to handle appraisals

Agenda

Tuesday, 8 April 2014

10:00 -10:15	Coffee break
10:15 – 11:15	Introductions to the seminar <ul style="list-style-type: none">- HRM and the concept of performance appraisal- Fact-finding in MoJ and MFA
11:15 – 11:45	Present situation in MoJ and MFA
11.45 – 12:45	working session in two groups
12.45 – 13:45	Lunch
13.45 – 15:15	continued working session
15:15 – 15:30	Coffee break
15.30 -17:00	Presentation of action plans for future work in MoJ and MFA
17:00	End of seminar