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Lei Huang

Student Manual And Data Employee Performance Cbt:

Student Manual and Data Axzo Press Axzo Press, 2004-12 This ILT Series course teaches students the basics of creating a performance plan and the appraisal process. Students will learn how to conduct a performance planning meeting document the performance plan provide positive and constructive feedback coach employees during the appraisal period appraise employee's performance conduct an appraisal discussion and document an appraisal. Course activities also cover communicating to performance problems to employees making performance improvements conducting a status meeting and documenting ongoing communication. Students will also learn how to respond to a defensive employee resolve conflict in an appraisal discussion and understand the laws governing the appraisal process to reduce the risk of legal challenge. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

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