

Agile Performance Management and Appraisal Training Course

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Overview

Agile Performance Management and Appraisal Training Course is a one-week intermediate course for HR managers, performance specialists, people managers, and HR business partners who leave with an Agile Performance Management and Appraisal Toolkit. Participants connect changing priorities to goals, check-ins, evidence, feedback, review conversations, calibration, bias controls, development actions, and performance improvement. Agile Leaders Training Center delivers this course in agile performance management and appraisal.

Who Should Attend

- HR teams responsible for performance policy, process, and manager support
- People managers responsible for goals, check-ins, feedback, and appraisal conversations
- HR business partners responsible for review quality, calibration, and employee cases
- Talent teams responsible for development actions and performance improvement
- Business leaders responsible for consistent and accountable performance decisions

The course assumes participants set or review employee goals and performance evidence and leaves out payroll administration, workforce analytics, and agile project delivery.

Departments and Industries

The course supports departments that manage employee performance across service, healthcare, financial, industrial, and public environments.

- Human resources and people operations
- Talent management and learning development
- Healthcare and financial services
- Manufacturing and professional services
- Public services and nonprofit organizations

Learning Objectives

By the end of this course, participants will be able to:

- Build aligned and adaptable employee goal records.
- Apply check-in and evidence-capture routines.
- Use feedback structures for performance and development.
- Analyze appraisal evidence and rating errors.
- Evaluate calibration decisions and bias controls.
- Build development and performance improvement actions.

Course Agenda

Day 1: Design the Performance Cycle

- Strategy-to-Employee Goal Alignment Map
- Outcome, Behavior, and Learning Goal Matrix
- Adaptable Goal Review and Change Log
- Role Expectation and Evidence Definition Sheet
- Continuous Performance Cycle Operating Calendar

Day 2: Run Check-Ins and Feedback

- Manager Check-In Conversation Guide
- Progress, Blocker, and Support Review Template
- Situation-Behavior-Impact Feedback Structure
- Employee Reflection and Evidence Journal
- Feedback Follow-Up and Commitment Record

Day 3: Conduct Evidence-Based Appraisals

- Performance Evidence Quality Checklist
- Results and Behaviors Assessment Grid
- Rating Scale Interpretation Guide
- Recency, Halo, Leniency, and Centrality Bias Test
- Appraisal Conversation Preparation Pack

Day 4: Calibrate and Act

- Performance Calibration Meeting Protocol
- Comparable Evidence and Decision Matrix
- Rating Challenge and Rationale Record
- Individual Development Action Plan
- Performance Improvement Plan Framework

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Day 5: Practice Performance Decisions

- Suggested Exercise: Redesign an Adaptable Goal Record
- Suggested Exercise: Lead a Check-In and Feedback Conversation
- Suggested Exercise: Diagnose Appraisal Bias
- Suggested Exercise: Calibrate an Evidence-Based Rating
- Capstone Exercise: Complete an Agile Performance Management and Appraisal Toolkit

Practical Exercises

The course uses suggested activities with fictional healthcare, financial, industrial, and service cases.

- Suggested activity: revise employee goals after a service priority changes.
- Suggested activity: document evidence and feedback for a healthcare team member.
- Suggested activity: identify rating bias in an industrial appraisal record.
- Suggested activity: calibrate ratings and define development actions for a finance team.

FAQs

Who suits agile performance management and appraisal training, and what does it assume?

Agile performance management and appraisal training suits HR teams, people managers, HR business partners, and talent specialists. It assumes participants already set or review employee goals and discuss performance evidence.

How does agile performance management differ from agile project management training?

Agile performance management adapts employee goals, check-ins, feedback, and development to changing work priorities, while agile project management training organizes delivery through iterative planning, team roles, and work-flow practices.

How often should agile performance check-ins occur?

Agile performance check-ins follow the pace of work, goal risk, and support needs. Teams define a regular cadence and add focused conversations when priorities, evidence, obstacles, or development needs change.

How does performance appraisal calibration reduce inconsistent ratings?

Performance appraisal calibration compares evidence and rating rationales against shared criteria. Structured challenge records, comparable cases, and explicit bias checks help decision-makers identify inconsistent judgments before finalizing ratings.

What follows an agile performance appraisal conversation?

An agile performance appraisal conversation produces documented commitments, development actions, revised goals, support decisions, and, where needed, a performance improvement plan with evidence and review points.

Conclusion

Participants take back an Agile Performance Management and Appraisal Toolkit. It combines goal records, check-in guides, evidence journals, feedback structures, appraisal packs, bias tests, calibration records, development actions, and improvement plans. The toolkit helps managers replace isolated review events with traceable performance conversations and fairer decisions.

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