Garnet
Garnet Global Training Center

GGT-HR-131

Human Resources

Performance Appraisal Skills for Managers

مهارات تقييم الأداء للمديرين

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

Performance Appraisal Skills for Managers helps participants move from doing the work to managing it, with planning tools, control methods and reporting that management trusts. Build the people systems that attract, grow and keep the talent an organisation depends on. It runs as a 5-day or 10-day program in English or Arabic, in classrooms in Dubai, Riyadh, Cairo, London, Istanbul and other cities, or live online, and can be delivered in-house.

What you will be able to do

- Set up and run Performance Appraisal Skills for Managers as a managed process with clear roles.
- Define KPIs and build simple dashboards for management.
- Control risk, quality and compliance in this area.
- Lead improvement projects and measure their benefit.
- Report clearly to senior management and stakeholders.

Who should attend

HR managers and business partners, recruiters, L&D and reward specialists. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- HR strategy aligned to business goals
- Competency frameworks
- Labour law essentials in the region
- Metrics and HR analytics
- Engagement and retention
- Policy and process design

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Performance Appraisal Skills for Managers: the management framework

- Metrics and HR analytics
- Regional and international case studies

Day 2 Planning, resources and budgets

- Engagement and retention
- Policy and process design

Day 3 Performance measurement and control

- HR strategy aligned to business goals
- Checklists and templates to take away

Day 4 Risk, compliance and improvement

- Competency frameworks
- Group discussion and peer review

Day 5 Management case study and action plan

- Labour law essentials in the region
- Measurement and reporting

10-day outline

Day 1 Performance Appraisal Skills for Managers: the management framework

- Metrics and HR analytics
- Regional and international case studies

Day 2 Planning, resources and budgets

- Engagement and retention
- Policy and process design

Day 3 Performance measurement and control

- HR strategy aligned to business goals
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Day 4 Risk, compliance and improvement

- Competency frameworks
- Group discussion and peer review

Day 5 Management case study and action plan

- Labour law essentials in the region
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Common mistakes and how to avoid them

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
14–25 Mar 2027	10-day classroom	Jeddah	English	8,950
6–10 Sep 2027	5-day classroom	Paris	English	4,750
11–15 Oct 2027	5-day classroom	Amsterdam	English	4,750
6–10 Dec 2027	5-day online	Live online	English	2,950
10–14 Jan 2028	5-day classroom	Dubai	Arabic	4,750
5–9 Jun 2028	5-day classroom	Paris	English	4,750
16–27 Oct 2028	10-day classroom	Amsterdam	English	8,950
13–24 Nov 2028	10-day online	Live online	Arabic	5,450
6–10 May 2029	5-day classroom	Manama	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
11–15 Jun 2029	5-day online	Live online	Arabic	2,950
15–26 Jul 2029	10-day classroom	Riyadh	English	8,950
8–12 Oct 2029	5-day classroom	Barcelona	English	4,750
11–15 Mar 2030	5-day classroom	Kuala Lumpur	English	4,750
17–21 Jun 2030	5-day classroom	Casablanca	Arabic	4,750
1–12 Jul 2030	10-day classroom	Singapore	English	8,950
5–16 Aug 2030	10-day online	Live online	English	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/