

Performance Appraisals

MADE EASY

**Your Study Day Facilitator is
Mandy Geary**

Mandy is an experienced senior nurse manager with a strong commitment to maintaining high standards of professional and clinical practice as an integral part of achieving the best outcome for the patient/client. Mandy is an experienced and effective educator with a particular knowledge of quality and safety issues.

**Study Day For
Nurses**

Friday, 23rd May 2008

Aims and Objectives

The aim of this study day is to offer nurses an opportunity to understand human performance and the principles of effective performance management in the workplace.

At the completion of this study day participants should be able to:

- Describe the difference between working and performing.
- Explain what can happen if performance appraisals do not occur.
- Recognise and prevent bias when performing appraisals.
- List key ways in which accuracy can be guaranteed.
- Describe how to achieve maximum output from appraisals.
- Clearly explain three appropriate methods of rewarding staff.

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5.25 CNE Points

as part of the Royal College of Nursing, Australia Lifelong Learning Program. This educational event has been endorsed by APEC No. 04083036 as authorised by Royal College of Nursing, Australia according to approved criteria. The College recommends that nurses should aim to achieve 30 CNE points per year.



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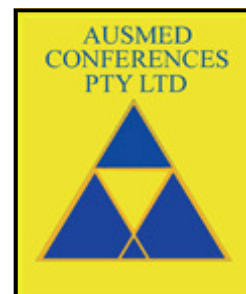
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Venue

**Nurses Memorial Centre,
Suite 11, 431 St Kilda Road,
Melbourne, Victoria.**

An electronic copy of this program can be found on-line at



8.30 Registration and Refreshments on Arrival

9.00 Life Long Learning *Royal College of Nursing, Australia*

9.10 **The Role of Performance Appraisals in Modern Health Care Settings**

- * The difference between working and performing?
- * What are the key elements of 'doing the job well' in a health care environment?
- * Discussion

Whose Performance Is Appraised?

- * Who should have a performance appraisal performed and how is this done?
- * Principles of effective appraisal systems are discussed.

10.30 Morning Tea and Coffee

11.00 **Who Should Perform the Appraisal?**

- * Which staff member is best placed to perform the appraisal?
- * Accountability in performance management – what are the legal and industrial considerations?
- * Group work & discussion

12.00 **Ensuring Accuracy and Appropriateness**

- * How to improve the accuracy of performance appraisal
- * Some common problems and pitfalls to avoid.

1.00 Lunch Break

2.00 **Getting the Best Results from Performance Appraisals**

- * How can you get the most out of individual performance interviews?
- * Group discussion
- * Managing disciplinary & grievance issues



3.00 Afternoon Tea and Coffee

3.30 **Encouraging and Rewarding Staff**

Acknowledging good work and building a work environment that supports performance improvement.

4.15 Close of Program and Evaluations.

To Register

Venue:

Nurses Memorial Centre,
Suite 11, 431 St Kilda Road,
Melbourne, Victoria.
We recommend you use public transport to this venue.

Refunds and cancellation:

A standard handling charge of 10% is deducted from the registration fee upon written notification of cancellation. We regret no refund can be offered if notification occurs less than **two weeks** prior to the event.

To Register:

- Fastest registration occurs online.
- **Online:** www.ausmed.com.au
 - **Post :** Ausmed Conferences,
PO Box 4086,
Melbourne University,
Parkville, Vic 3052.
 - **Fax :** (03) 9375 7299
 - **Tel:** (03) 9375 7311
 - **Email:** ausmed@ausmed.com.au

To obtain a Tax Invoice prior to paying simply register online and click the invoice option. Registration includes lunch, refreshments and education notes.

Please register ___ person(s) for **\$210 plus \$21 GST = \$231** Enclosed is a cheque or money order. Credit card (Mastercard or Visa). **Please add \$5 if paying by credit card to pay for bank costs.** My credit card number is:

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Signature

Performance Appraisals MADE EASY—Melbourne

Registration for Friday, 23rd May 2008.

Name: Position:

Workplace:

Address: Postcode.....

Telephone Fax:

Email:@.....

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