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Nota di contenuto	<p>""Title""; ""Copyright""; ""About the Author""; ""Preface""; ""Contents""; ""PART 1 Are You Ready for Better Appraisals?""; ""Objectives of Performance Appraisal""; ""Meet Some Successes and Some Failures""; ""Successes""; ""Failures""; ""Do You Put Off Performance Appraisals?""; ""Benefits of a Well-Planned Appraisal""; ""How Appraisals Help Employees""; ""PART 2 Setting the Stage ""; ""Establish the Right Climate""; ""Are You Part of the Solution or Part of the Problem?""; ""Help Employees Find Meaning in Their Jobs and Stay on Course""; ""Case Studies""; ""CASE STUDY 1""</p> <p>""PART 3 Preparing for More Effective Appraisals """"What Is Meant by Goals and Standards?""; ""Standards""; ""Attitudes and Performance Appraisals""; ""Leading a performance appraisal discussion can be compared to baseball""; ""Employee Preparation for the Appraisal""; ""How to Get to First Base""; ""Manager Preparation for the Appraisal""; ""Pitfalls to Avoid""; ""Elements of a Successful Appraisal""; ""Develop an Action Plan""; ""How Employee Performance Directs the Appraisal""; ""Appraisal Discussion Models""; ""CASE STUDY 2""; ""PART 4 Conducting the Appraisal ""</p> <p>""Beginning the Appraisal Discussion""""Getting to Second Base""; ""Discussing Unsatisfactory Performance""; ""Getting an Employee to Talk Freely""; ""Creating an Open Atmosphere""; ""Appraisal Questions""; ""Create an Exchange of Information""; ""Facilitate the</p>

Discussion"; "Personal Development and Growth"; "The Importance of Attitude"; "Achieving Third Base"; "Closing the Appraisal Discussion"; "PART 5 After the Appraisal "; "Following Upa€?Three Suggestions"; "Performance Appraisal Checklist for Managers"; "I. PERSONAL PREPARATION"
"II. CONDUCTING THE APPRAISAL DISCUSSION""III. CLOSING THE DISCUSSION"; "IV. POST-APPRAISAL FOLLOW-UP"; "Creating a Personal Action Plan"; "AUTHORa€?S SUGGESTED ANSWERS TO CAses"
