Training

CONDUCTING OBJECTIVE AND EFFECTIVE PERFORMANCE REVIEWS / APPRAISALS

Learn how to transform performance reviews into powerful conversations that align goals, boost engagement, inspire growth, and deliver career-making results. Uncover common blind spots and master a practical approach to driving year-round performance excellence.



9 December 2026 (Wed)
9.00 AM–5.00 PM

Venue
MISIF TRAINING ROOM



Who Should Attend

For managers, executives, and team leaders to conduct effective performance reviews and appraisal discussions with confidence.

Interactive Sessions

Interactive learning through presentations, discussions, case studies, practical exercises, role plays, and hands-on performance review writing.

HRDCORP CLAIMABLE

Contact Us
03-5513 3970/ norlian@misif.org.my

Visit Our Website
www.misif.org.my

Conducting Objective and Effective Performance Reviews / Appraisals

9 December 2026 | MISIF Training Room

Day 1	Module	Learning
9:00am – 9:30am	**Purpose of a Performance Review** A performance review is not just an annual HR activity. It should help managers, executives and supervisors to: Evaluate performance fairly and objectively	Understand its core purpose of aligning, recognize achievements, identify gaps and development needs and to improve future performance.
9:30am – 10:30am	**Key Principles of an Objective Review** Principals are vital in performance reviews, without them, reviews breed cynicism and fail to drive improvement.	Apply the principles, ensure fairness and reduce bias, drives development, not punishment etc. Acknowledge the need to Support Legal and Ethical Compliance. Case Law.
	Tea Break	
10:45am – 11:45am	**Performance Review Cycle.** An effective performance appraisal is not a one-day event; it is a continuous process of setting expectations, monitoring progress, providing feedback, and supporting employee development throughout the year.	Set expectations, Monitor and Support, Gather Evidence, Writing the Performance, Appraisal, Conduct Review Meeting and Follow Up. Apply SMART goals.
11:45am – 12:15pm	**How to stay objective.** Learn to conduct fair and unbiased appraisals based on evidence, performance data, and objective criteria.	Apply "Evidence-Based Review" Method • Expectation • Evidence • Impact • Conclusion
12:15pm – 1:00pm	**Core Component and Performance Metrics on an Appraisal to review.** Learn how to use clear performance metrics and objective criteria to conduct fair, consistent, and meaningful appraisals that identify strengths, improvement areas, and development opportunities.	Understand how to apply the metric into each different core component for appraisal. i.e. job knowledge, accuracy of work, quality of work, productivity and efficiency, behavioural, leadership, teamwork, span of control, goal setting etc.
	Lunch Break	
2:00pm – 3:30pm	**Components that can enrich an Appraisal.** Use appraisal smartly, keep the form focused to avoid overload.	Design appraisals that fit individual roles, goals, and performance needs, creating more relevant, effective, and impactful outcomes.
	Tea Break	
3:45pm – 4:45pm	**Conducting the Review Meeting and Handling Difficult Conversation.** Build a culture of continuous feedback and coaching while mastering difficult appraisal conversations with confidence and professionalism.	Apply practical model "FACTS" – Focus on role expectation, analyze evidence, consider context, talk openly and set next step. Approach with understanding, managing conversation mostly by staying calm, specific, and collaborative.
4:45pm – 5:00pm	**Reflection Questions**	
5:00pm	**End**	

Tainer Profile



William Yap

An experienced motivational speaker and trainer, William has conducted numerous training and team building sessions nationally and internationally.

William has a varied and fruitful professional background. He has experience in the field of IT, Business Administration, HR, F&B, Training and Consultancy.

Today, he is an internationally successful consultant with a profound understanding of human behaviour, driving forces to success and the knowledge of ways to master challenges in an organisation.

His training programmes, which always receive satisfaction from clients, have high success rates in creating improvements within and beyond the workplace.

- Registration Fee: **Member - RM 950 + SST 8% , Non-Member - RM1,100 + SST 8%**
- Enjoy a 10% discount for group registrations of three (3) participants.
- The registration form may be duplicated for additional participants.
- Confirmation of participation is upon receipt by MISIF of your completed registration form and payment, made payable to: **MALAYSIAN IRON AND STEEL INDUSTRY FEDERATION**.
- Payment can also be made by banking payment to MISIF's account at: **CIMB Bank Berhad** Account No: **8002275287**. Please send a copy the bank-in slip to MISIF immediately together with the registration form as proof of payment.
- No refund will be entertained although participants can be substituted at any time. Please note that a 30% fee will be charged for no-shows.
- The organizer reserves the right to cancel, reschedule, postpone or amend the workshop date/ venue/ program etc. as it deems fit.
- Registration Deadline: **4 December 2026**

REGISTRATION FORM

1. Name: _____ Designation: _____

   Email: _____ Tel: _____ Vegetarian: Yes / No

2. Name: _____ Designation: _____

   Email: _____ Tel: _____ Vegetarian: Yes / No

3. Name: _____ Designation: _____

   Email: _____ Tel: _____ Vegetarian: Yes / No

Submitted by

Name: _____ Designation: _____

Company: _____ Address: _____

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Tel: _____ Email: _____