



Course Syllabus

Course Code	Course Title	ECTS Credits
HRM-310	Improving Performance	6
Prerequisites	Department	Semester
None	Management & MIS	Fall/Spring/Summer
Type of Course	Field	Language of Instruction
Elective	Business Administration	English
Level of Course	Lecturer(s)	Year of Study
1 st Cycle	Dr. Alexandros Antonaras	3 rd or 4 th
Mode of Delivery	Work Placement	Corequisites
Face to Face	N/A	None

Course Objectives:

The main objectives of the course are to:

- Describe the appraisal process.
- Develop, evaluate, and administer performance appraisal tools.
- Explain how to use the above tool to improve performance.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Describe the appraisal process.
2. Develop, evaluate, and administer performance appraisal tools.
3. Explain and illustrate the problems to avoid in appraising performance.
4. Perform an effective appraisal interview.
5. Explain how to “segment” employees for appraisal and reward purposes.

Course Content:

1. The Basics of Performance Management.
2. Reasons use many organizations appraise performance.
3. Who should do the appraising?

4. Techniques and tools for appraising performance.
5. Problems in dealing with appraisal.
6. Appraisal interview.
7. Halo Effect.
8. Guidelines for effective appraisal.

Learning Activities and Teaching Methods:

PowerPoint Lectures, Discussion, Practical Exercises, Research and Writing.

Assessment Methods:

Class activities, Homework, Project, Mid-Term, Final Examination

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Instructor's notes				

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Human Resource Management, 15 th Ed. Global Edition	Gary Dessler	Pearson	2016	9781292152103
Performance Management Reboot: Fresh Perspectives for the Changing World of Work	Mark Bussin	KR Publishing	2017	9781869226657, 9781869226640