



SME Seminar

“Effective Performance Management”

Performance appraisal is an effective performance management tool, but sometimes result is less than satisfactory. It may be due to supervisors' lack of confidence in performance appraisal whilst the staff being assessed is worried about criticism and penalty. However, effective performance appraisal management not only enhances employee performance and productivity, it also helps better planning on resources allocation, salary structure management and staff development. This seminar will introduce the concept of strategic performance management, and address problems that SMEs often encounter in implementing performance management.

Details

Date: 14 October 2014 (Tue)
Time: 3:00 – 5:00 p.m.
Venue: Support and Consultation Centre for SMEs (SUCCESS)
M/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon
(MTR Mongkok Station Exit B1)
Language: Cantonese

Topic: Effective Performance Management

- Introduction to Strategic Performance Management
- How to Formulate Performance Management Strategy
- SMEs' Performance Management Problems and Solutions
- Case Study

Speaker : Dr Leslie Tong, Director, Goodrich Asia Limited and
MITP (Member of Institute of Training Professionals)

Registration

Interested persons are welcome to participate in this seminar. Admission is free.

Please visit **SUCCESS Website** (www.success.tid.gov.hk) for online registration, or fill in the registration form below and fax it to **2375 7105**. The deadline for registration is **10 October 2014 (Fri)** but registration will be closed once seats are all taken. Enquiry Hotline: **3403 6111**.

(Ref: 141014V)

Registration Form

***compulsory**

Name*:	(Mr / Mrs / Miss) _____	Age*:	<input type="checkbox"/> <20	<input type="checkbox"/> 20-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 51-60	<input type="checkbox"/> >60
Email*:	_____	Tel*:	_____	Fax:	_____			
Address:	_____							
Company:	_____							
Status*:	<input type="checkbox"/> Business Owner (Year Established: ____; No. of Employees: ____)		<input type="checkbox"/> Managerial Staff		<input type="checkbox"/> Consultant			
	<input type="checkbox"/> Potential Business Starter (Proposed Year of Establishing Company: ____)		<input type="checkbox"/> Academic		<input type="checkbox"/> Others			
Industry*:	<input type="checkbox"/> Import/Export Trade		<input type="checkbox"/> Wholesale and Retail		<input type="checkbox"/> Restaurants and Hotels			
	<input type="checkbox"/> Financing, Insurance and Real Estate		<input type="checkbox"/> Business Services		<input type="checkbox"/> Community, Social and Personal Services			
	<input type="checkbox"/> Manufacturing		<input type="checkbox"/> Transport, Storage and Communications		<input type="checkbox"/> Construction		<input type="checkbox"/> Media	<input type="checkbox"/> Others
Disclosure of Personal Data*	I agree to receive updates on the latest business development and information on activities and services of the Support and Consultation Centre for SMEs of the Trade and Industry Department (“SUCCESS”) through e-newsletters and e-mail alerts. <input type="checkbox"/> Yes <input type="checkbox"/> No							
	I agree that SUCCESS can disclose my personal data to the co-organisers and speakers of the activity in question <input type="checkbox"/> Yes <input type="checkbox"/> No							

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