



Appraisal Skills

delivered by:



Objectives

- To develop an understanding of appraisal and the opportunities it creates for performance improvement.
- To understand its place in performance management
- To be able to develop effective competency based objectives
- To be able to gather evidence and assess performance objectively.
- To give effective feedback
- To practice the necessary skills required to conduct a high quality appraisal.

Programme

- 1. Introduction**
Purpose of workshop
- 2. Performance management**
Aim: To introduce concept and how the it works
- 3. Appraisal - What is it**
Aim: To identify key benefits to appraisal and how it related to a manager role, through performance management.
- 4. Preparing for interview**
Aim: To identify the key steps in appraisal preparation
To identify the most effective methods of gather facts based evidence
- 5. Setting quality performance objectives**
Aim: To consider the best way to develop and measure performance objectives
- 6. The Appraisal Interview**
Aim: To allow the delegate to prepare and perform part of an appraisal interview and receive feedback. To use the GROW process to review performance
- 7. The follow-up**
Aim: To identify the necessary action to take after the interview to ensure its effectiveness. To identify the most suitable means to develop staff.
- 8. Action plan, Round up & Close**

Maximum number of delegates: 12

Cost: Members - 1.5 units

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com