

Conducting Effective Appraisals



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this course:](#)

What is it all about?

Research shows that regular reviews lead to improved team and organisation performance. Conducting an appraisal is a skill which requires balancing motivational considerations with helping people progress by being made aware of development issues.

This intensive course will identify the benefits of appraisals, the keys skills required and how to assess their effectiveness. Role play exercises, with feedback from fellow delegates and the trainer, will be a feature of this course and delegates will be encouraged to bring examples from their work place.

How long?

1 day

Who should attend?

Individuals who carry out staff appraisals and are looking to build their confidence and effectiveness in this essential skill. The course is suited those with limited or no previous experience of conducting appraisal interviews.

What will you learn?

- The importance of Performance Appraisal
- Effective planning and preparation
- Structuring the interview
- The skills of Appraisal interviewing
- Managing Performance
- Adopting an Assertive and Confident technique
- Setting SMART objectives
- Maintaining control
- Communication skills
- Joint problem solving
- Agreeing an action plan
- The follow up process
- Personal action plans