



APPRAISAL SKILLS WORKSHOP

Course Aim:















To introduce delegates to the various elements and techniques that are key to the successful implementation and operation of appraisal-based performance review.

Course Objectives:



At the end of the session delegates will be prepared for conducting appraisals.

Programme Content:

 The Preparation	 Reviewing Past Performance
 Communication face to face	 Setting targets, goals or objectives
 Asking questions	 Meeting needs from work
 Dealing with conflict	 A review meeting: appraisers perspective
 Dealing with unexpected responses	 Appraisal and motivation
 Handling Criticism	 Performance review appraisal

Duration of Programme

This is a tutor led programme and is covered in 4 hours training.

Programme Support

All delegates will receive a copy of the 'Appraisal Skills' Workbook and are encouraged to complete pre-course action plans and also action plans at the end of the session to consolidate understanding and highlight their own personal objectives.