



Appraisals

Aims

This course is for anyone who carries out staff appraisals and is looking to develop their effectiveness in this important skill.

Objectives

By the end of this course you will be able to

- Understand the benefits of appraisals
- Plan and prepare a structured review
- Set targets for improved performance
- Link performance management to organisational success
- Deliver motivational feedback

Who Should Attend

Any manager or supervisor who conducts appraisals.

Course Content

- Why performance management is important to the success of the company
- The current system
- Planning and preparation
- Ensuring a positive experience for the appraisee
- Review of interview skills
- Communication process
- Measuring performance
- Agreeing standards and targets
- The purpose of targets
- Systems and structures for measuring performance
- Working to enhance each individual's development
- Linking individual objectives to organisational objectives
- Completing the documentation
- Giving feedback
- Co-ordinating training needs
- Planning further reviews

Duration

1 Day