

Appraisal Workshop

A one day workshop where managers will review the appraisal process, and have the opportunity to understand and practice the essential skills required through role plays.

Suitable for:

New and existing managers

Objectives:

- Provide a consistent approach to appraisals
- Know how to prepare for, carry out and follow up an appraisal
- Prepare individual objectives in line with the organisational plans

Programme:

- Purpose and benefits of appraisals
- Company procedures
- Reviewing the form
- SMART objective setting
- Preparation and structure of the appraisal
- Follow up and review
- How to deal with difficult appraisal situations
- Skills required – questioning, listening, summarising
- Giving constructive feedback
- Importance of building rapport

Duration:

One day