

## APPRAISALS FOR THE APPRAISEE 1/2 DAY

### COURSE OVERVIEW

Performance appraisals aren't just for the benefit of managers, they also need to be a worthwhile exercise for employees.

Enable your employees to get the most out of their performance appraisals by helping them to understand what the appraisal process is and its benefits to them as an individual within the organisation.

### CONTENT

- Understanding the benefits of an Appraisal
- Positive and negative experiences of an appraisal
- How to reflect on your work and learning needs to improve performance
- Self Assessment of existing skills and knowledge
- Benefits to improving skills and knowledge
- Interviewing techniques for an Appraisee
- Agreeing objectives setting using the SMART Model
- Completing an appraisal form



### COSTS

Per Person: £125 + VAT

Per Group: £600 + VAT

\*Maximum 10 delegates per group.

**20% discount applied if Core HR subscriber.**

Training can be delivered at your premises or off-site at our unique training suite.