

APPRAISALS FOR THE APPRAISER 1/2 DAY

COURSE OVERVIEW

Performance appraisals are an important part of an individual's employment journey within an organisation and having managers who are confident in delivery can make a big difference.

Enable managers to handle Appraisal discussions, including the performance of their staff and implement effective follow-up actions.



CONTENT

- An awareness of the Appraisal Process
- Understanding how to conduct and plan an effective Appraisal
- Effective communication skills, using questioning and listening
- Structuring and conducting an effective appraisal meeting
- Tackling employee development areas
- Setting realistic and achievable targets using the SMART model
- Understanding attitudes and behaviours
- Identifying the difference between a good and a bad appraisal
- Follow up process after the appraisal

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.