



Appraisal Skills

Course Aims

In this course we will look at the skills and behaviours necessary to carry out an effective appraisal.

The session is very interactive with lots of discussion, role-play scenarios and an action planning session.

Prior to the session you will receive detailed joining instruction that highlight the learning objectives and what you need to do to prepare. You will also leave the course with an action plan that details how you will transfer the learning back to your organisation.

By the end of the session, attendees will:

- Understand the various uses of appraisals
- The benefits of conducting effective appraisals
- The skills required to conduct effective appraisals
- Setting and agreeing SMART objectives

Course Content

- Responsibilities during the appraisal
- Using the appraisal to motive, drive performance and manage under performance
- Setting SMART objectives
- Asking the right questions
- Body language and the appraisal meeting
- What to do after the appraisal.

Course Benefits

Carrying out effective appraisals can motivate staff to perform better and achieve more things. It can also help with succession planning, reducing costly recruitment of new people.

Who should attend?

Leaders, managers who need to conduct appraisals as part of a performance management process. Those interested in personal development and anyone who would like to improve their skills when it comes to dealing with appraisals.

Price

Open Workshop - £299 inc VAT. 1 day workshop including lunch and a delegate workbook.

Delivered to your organisation – Contact us to talk about your requirements and for a no obligation quote.

Session Breakdown

What are Appraisals?

- What is an Appraisal?
- Why does our organisation carry out appraisals?
- What are we looking to achieve from carrying out appraisals?
- What stops of from carrying out the appraisal process?

Manager's Responsibilities

- What are the Manager's responsibilities when it comes to appraisals?
- What can a manager use an appraisal to do?
- What skills and behaviours are necessary to conduct them effectively?

Conducting an Appraisal

- Why prepare?
- How to effectively prepare for an appraisal

Setting and Agreeing Objectives

- Why set objectives?
- What kind of objectives to set
- Using SMART objectives

Feedback

- Where does feedback fit?
- How to give effective feedback
- What happens when feedback goes wrong

Difficult Conversations

- How to discuss those difficult topics.

After the Appraisal

- What happens after the appraisal is complete, both immediately and future?
- How can a manager maintain their team members motivation to complete their objectives?
- What happens is a team member is not meeting their objectives?

Course Information

This is a **one day** training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you choose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To see prices and when and where we are next running this event or to book, visit our website www.revolutionlearning.net or call us on 03333 444 575.

Or, to discuss your individual needs, email contact@revolutionlearning.net or call us on the number above.

Booking terms and conditions are available on our website.