



# Appraisal Skills Training Course

# About This Course

## Appraisal Skills Training Course



**Do you want to be able to conduct appraisal meetings that drive performance, motivate staff and build better relationships?**

Our Appraisal Skills Training Course will help you to drive team performance and motivation by improving your skills as a performance appraiser to carry out engaging performance management and appraisal meetings with your team.

Our Appraisal Skills training course is delivered as a scheduled open online training course or in-house just for your business.

We deliver the course as a face to face course and a live virtual online course.

# The Course Aim & Objectives

Here's what you will learn on our appraisal skills course



## Course Aim

This Appraisal Skills training course we will look at the skills and behaviours necessary to carry out an effective performance management and appraisal discussion.

The course will show you how to conduct appraisal meetings that drive performance, motivate staff and build better relationships.

## Course Objectives

By attending this Appraisal Skills Training Course you will:

- Understand the different uses of performance management and appraisal processes
- Know the benefits of conducting effective performance management reviews and appraisals
- Have the skills required to conduct effective performance management reviews and appraisals
- Be able to set and agree SMART objectives.

# The Course Content

Here's what we cover in our appraisal skills course



## **What are Performance Management Reviews and Appraisals?**

- What is a performance management review and an appraisal?
- Why should we do them?
- What are the benefits?

## **Manager's Responsibilities**

- What are the Manager's responsibilities during the process and meetings?
- What skills and behaviours are necessary to conduct them effectively?

## **Conducting a Performance Management Review or Appraisal**

- Why prepare?
- How to effectively prepare for an effective discussion
- What information to gather and bring with you

## **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

# Delivery Options

How we deliver our appraisal skills course

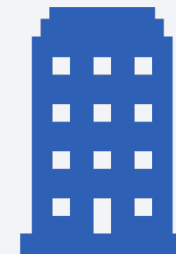


## Open Training Course

**Delivered online as a scheduled open training course**

£215.00 + VAT / €239.00

Price per delegate.



## In-House

**Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.**

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

# Open Training Course

Attend our scheduled online training course



**We deliver our appraisal skills course as an online scheduled open training course.**

**Perfect for when there is just you, one of your colleagues or a small group of you that would like to attend the course.**

Our scheduled courses run on a regular basis and are delivered via Zoom.

You will find them just as engaging and interactive as our in-person training course.

See the course page on our website for more details and the course schedule.



# In-House Delivery

Train your team. Train your entire company



**We can deliver our appraisal skills training course just for your team or organisation.**

1

**Start with an off-the shelf course**

We'll use the content in the overview as a starting point

2

**Understanding your needs**

We'll work with you to agree what outcomes you want from the course

3

**Making it yours**

We will shape the content to ensure the course meets your requirements

4

**Delivering the skills**

We then deliver the course that we've agreed either in-person or online

**Make it even more bespoke**

We can completely redesign the course to meet your needs. Just tell us what you need, and we can put a no obligation proposal together for you.

# Online Training Course

Fun, engaging and interactive – delivered online



**Our appraisal skills training course can be delivered as a virtual online course.**



**The same great content reimagined for the online environment.**

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere



# About Us

Here's a bit about us and what we do



## We are Revolution Learning and Development

**We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.**

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

# Let's Talk

We're here to help



If you have any questions about our appraisal skills course or would like a quote for an in-house course, then just get in touch.

## Call Us:

**UK:** 03333 444575

**ROI:** 015549779

## Email Us:

**hello@revolutionlearning.com**

## Visit Us:

**UK:** <https://www.revolutionlearning.co.uk>

**ROI:** <https://www.revolutionlearning.ie>

**EU:** <https://www.revolutionlearning.com>