



'The person who knows how..... will always have a job, but the person who knows why..... will be the boss.'

Effective Appraisals

DURATION: 1 DAY

OVERVIEW

Team members need to know how they are performing in relation to company expectations and requirements. The most effective way of assessing and reviewing performance and setting clear objectives is the company appraisal. At best this can provide management and staff with improvement. At worst it can be perceived as a time consuming exercise that adds little value to the employee or organisation as a whole.

Getting the appraisal system and process right will enable you to maximise the performance of your team members and create more harmonious working relationships and more effective working methods.

OBJECTIVES

Participants will learn how to prepare for, structure and control an appraisal meeting and follow up the meeting with relevant documentation. Participants will be given the opportunity to practice their appraisal skills in a constructive environment with feedback from the trainer and other course members.

WHAT TO EXPECT

A highly interactive, fast - paced workshop that enables participants to learn from the experience of the group.

WHO SHOULD ATTEND

This course is ideal for anyone who is responsible for appraising staff members.

COURSE CONTENT

Who Should Attend

The benefits of Appraisals to the company and individuals

How often should Appraisals take place?

Advantages of interim reviews

Yearly versus Half yearly app

Planning and Preparation

Using appraisal preparation forms

Communicating the appraisal system to team members

Using measurement criteria

The Appraisal Meeting

Structuring the Meeting

Setting the agenda

Questioning and listening Skills

Setting objectives for future development

Managing difficult situations

Headline