

Effective Appraisal Skills

Overview

Course duration: 1 day Ref: EAS

This course is essential for people who find appraisals difficult or have the view that appraisals are just a “tick box exercise”. Effective appraisals provide many benefits for everyone involved in the process ultimately leading to a positive outcome.

Who is it for?

All staff involved in appraising others.

Course overview

Setting clear objectives

- ✔ Clarifying and selling the value of appraisals
- ✔ How to prepare for effective appraisals
- ✔ Defining objective performance standards

Assessing performance

- ✔ Setting clear and agreed goals
- ✔ Providing constructive feedback
- ✔ Monitoring and managing performance

Supporting and developing staff

- ✔ Confirm and agree training and development needs
- ✔ Convey an open and honest approach
- ✔ Skills for dealing with ‘difficult’ appraisees

Communication skills

- ✔ Questioning techniques
- ✔ Listening skills to build rapport and open communication
- ✔ Demonstrating a supportive approach to reaching goals

What will I learn?

- ✔ How to conduct professional and motivational appraisals
- ✔ Essential skills for developing and supporting staff
- ✔ Conduct appraisals with confidence