

Getting Ready for Appraisals

Duration: 1 Day

Participants: 8-12

Who should attend: new or existing managers and supervisors who need to hold appraisal meetings or performance reviews with staff, or who are responsible for managing and reviewing the performance and development of others.

Aim: To prepare managers for holding effective appraisal meetings.

Objectives:

Having completed a programme participants will be able to:

- > Identify the benefits of appraising performance and development
- > Explain their role in the appraisal and performance management process
- > Plan and prepare for the meeting
- > Conduct an effective appraisal meeting
- > Develop the key skills needed to hold effective appraisals
- > Complete associated forms or records (as appropriate)

Key Content

Live issue: participants will be encouraged throughout the programme to reflect on and prepare for a forthcoming appraisal

Whole process: the programme covers the whole process and cycle of performance review, not just the appraisal meeting itself

Non-confrontational: throughout the programme, participants will encounter methods and techniques for making the appraisal process a rewarding rather than daunting or confrontational experience for all those involved

This programme can be adapted to include organisation-specific processes. An extended version is also available to provide advanced skills, more practice, confronting poor performers and an optional 180° feedback for existing appraisers. This programme can also be held as a half day event for staff

Outline format

Day One

Why appraise?

- > Benefits
- > The process: aims, cycle and outputs
- > The 5 'C's of effective appraising

Preparing for Appraisal

- > Evidence
- > Timing
- > Evaluating performance

The Meeting

- > Opening
- > Structure
- > Closing

Day Two

Key Skills

- > Listening, exploring, feedback
- > Sharing control – appraisal style
- > Maintaining esteem

Practical session

- > Preparation, meeting and review

Moving Forward

- > Documentation Review
- > Personal Planning

Further Information and Bookings

Please contact Denis Mahoney at Business Transformation (Training and Coaching) on 01903 784783 or 07766 333294 or be email at denis.mahoney@business-transform.co.uk.