



Effective appraisals

Everything you need to plan, prepare and undertake effective staff appraisals.

For many staff the appraisal is seen as a joke, for many managers it's a pain in the bum! This course will create the changes needed to bring true value to the staff appraisal process for everyone. We often customise this course to suit our clients existing appraisal processes.

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Course outline

Why appraisal?; Develop an understanding of the drivers behind the process; The importance of thorough preparation; A framework of how to prepare effectively; **The appraisal process:** What how and why it has to be completed; Pre interview; Interview; Post interview. **Undergoing the interview:** Creating a positive communications atmosphere; Being sensitive to employee feelings; Make the Appraisal a two way affair; Consistency in scoring; Arriving at a mutual agreement; How to handle praise, how to handle criticism; How to understand development needs; Objective setting for the future.

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Learning outcomes

A grounded understanding of the usefulness of Appraisal; An in depth knowledge of the companies own appraisal forms and processes; The key nature of thorough preparation; What should be achieved from the interview; How to create a positive atmosphere for communications; Being sensitive to employee feelings and; Making the Appraisal a two way affair; Arriving at a mutual agreement; How to handle praise, how to handle criticism; How to listen effectively; How to be assertive without causing pain; How to understand development needs; Objective setting for the future.

