

PERFORMANCE APPRAISAL SKILLS

(1 day)

Up to 10 delegates

This course is based on the appraisal process of the client company. It is conducted mindful of the attitude to appraisal within the organisation and any issues that may currently be arising from it.

The content is based on the following format and adapted as necessary:

- Welcome/previous experience of appraisal/personal objectives
- Becoming a more resourceful manager inside and outside the appraisal context – shifting beliefs to put you in a more resourceful place
- ‘Logical Levels’ model – understanding what drives attitudes and behaviour
- Purpose of an appraisal process
- Documentation and grading system
- Setting objectives
- The ‘ask and discuss’ approach
- Gathering and evaluating information for appraisal
- Conducting the appraisal interview
- Optional: video “ The Dreaded Appraisal”
- Practice exercise in three’s
- Review objectives/final questions