

Appraisal Skills - 1 Day Workshop

This workshop supports Managers and Supervisor's to have meaningful and valuable discussions at the annual and ongoing appraisal discussions.

In addition to exploring the company procedure and documentation the workshop focuses on how to hold a meaningful 2 way discussion that leaves both parties feeling motivated and valued.

Content

The purpose of Appraisal

- Why do companies have appraisal systems?
- Benefits for the Organisation, Manager and Team Member
- Barriers that prevent Appraisal being an effective tool

The Process and Structure

- Timescales for Appraisals/quarterly reviews
- The documentation – who does what and when?
- The role of the manager in the Appraisal process
- Linking Appraisal to Training and Development, Succession Planning etc

Before The Appraisal

- Preparation – you and the team member
- The initial discussion to agree time, date, set the scene etc

During the Appraisal

- Applying a structure to the discussion
- Reviewing the past quarter objectively
- Objective Setting
- Feedback Skills and practical models
- Handling challenging discussions
- Listening and Questioning Skills

The ongoing process

- The value of regular reviews
- What happens to the form?

Have a go and Peer Feedback followed by Action Plan

