

Appraisal Skills for Managers



A 1-day programme

Who for:

Managers who wish to undertake this fundamental skillset in order to appraise team members effectively, or for any manager wishing to undertake a short “refresher” in this area. Those who attend will gain the confidence to appraise professionally and objectively.

In this programme, you will learn and practise:

- Defining the purpose of appraisals, how the 5-stage ‘Cycle of Managing Performance’ maps onto the appraisal process, the difference and links between performance management and appraisal
- The factors which make appraisal effective (or not!)
- How to prepare for the appraisal; preparation for appraisers; preparation for appraisees; planning the agenda
- Clarifying expectations, assessing performance against standards, giving feedback professionally and usefully, including critical feedback, setting and agreeing useful goals, and action planning
- How to manage and conduct the appraisal meeting; participating actively and constructively
- Completing the documentation; who, when and how? Step-by-step familiarisation with company appraisal procedure and documentation

