

Conducting Successful Appraisals & Reviews

1 Day APC1

OVERVIEW

By identifying how to prepare and run successful review meetings, participants will learn to refine their skills in appraising and developing staff, incorporating real life experiences from their place of work.

This one-day course will identify the benefits of appraisals and reviews. It will allow the delegates to learn and practise the key skills required to plan for and hold effective appraisal meetings. Role play exercises, with feedback from fellow delegates and the trainer will be a feature of the course and delegates will be encouraged to share real life experiences and examples from their place of work.

DESIGNED FOR

Suitable for individuals who carry out staff appraisals and are looking to build their confidence and effectiveness in this essential skill. The course is suited to those who are new to appraisals or have limited experience in this area.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Understand the tools needed and benefits of running appraisal meetings.
- Confidently plan and prepare for a successful review meeting.
- Improve their communication skills and remain fair and consistent with all staff.
- Improve their listening skills, and tackle performance problems effectively.
- Develop honest and open communications during review meeting.
- Show empathy and inspire and motivate staff to perform better
- Understand how to set clear objectives.

TOPICS COVERED

The Importance of Staff Appraisal and Review

- The purpose and benefits of appraisals and reviews
- Aligning appraisal reviews with organisational success
- Defining the barriers to effective appraisals and reviews
- Understanding your role and responsibilities as an effective appraiser

Effective Planning & Preparation for the Appraisal or Review

- Gathering the information you need: drafting an appraisal plan
- Understanding the importance of the organisation's competencies for staff appraisal and development
- The importance of fairness and equality in the application of the system
- Gathering supporting evidence and data

The Appraisal/Review meeting

- Establishing open and honest communications
- Questioning and listening skills
- Planning and conducting a structured, balanced and participative discussion
- Reviewing current compared to previous performance
- Providing clear, specific and motivational feedback
- Overcoming resistance and handling uncooperative individuals

Managing the Performance

- Identifying the causes of poor performance
- Addressing issues of poor performance confidently
- Setting SMART Objectives



EXTRA NOTES

An equivalent course is available in Arabic. Please call us for details.