

## Appraisal Skills

### Helping you to manage your teams performance ...



Many managers feel less than positive about conducting appraisals, fearing the possible confrontations; worrying about the impact on their time; placing limited value on their benefit. This workshop seeks to provide managers with a renewed sense of energy about the activity and a more engaged and enthusiastic perception about its value in managing their team.

It is suitable for anyone who wants to increase their own productivity and establish an open, motivated and more focussed team. It is both an informative and interactive session where you will have an opportunity to practice many of the techniques covered.

On completion of the workshop you will be able to :-

- Explain the principles of conducting an effective appraisal
- Understand the basic format of an appraisal discussion (or your organisations system)
- Feel confident about how to create an effective appraisal discussion
- Handle a variety of challenging appraisee reactions
- Prepare for your role in appraising effectively

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## Course Content

### MORNING

#### The Appraisal Process

- Underlying principles, purpose & objectives
- Organisation specific documentation / system

#### Generating Effective Discussion

- Questioning & listening skills
- Stating your views
- Providing feedback
- Perception & emotive language
- Finding the 'on' switch

### AFTERNOON

#### Managing Key Discussions

- Performance rating
- SMART Targets
- Personal development
- Challenging reactions

#### Personal Preparation

- Time & place
- Preparing the appraisee
- Evidence collection

