Conducting Effective Appraisals

This is a practical 1-day course that provides line manager with the tools to conduct effective appraisals. Appraisals are a very important time for employees. The line manager acts as a mediator between the interests of the organisation and the interests of the individual. The key aspects to a successful appraisal are preparation and following a successful formula during the review.

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| **Who should attend?**Any line manager who conducts appraisals within their organisation.**Course Benefits**By the end of the Conducting Effective Appraisalscourse you will be able to explain the end to end process of holding effective appraisals; recognise the need to review both performance and behaviours; describe the importance of preparation and evidence for appraisals; and identify various models to help you give an effective appraisal. **Programme Content****Purpose and benefits of appraisal*** Development Continuum
* Purpose of Appraisal
* Potential Benefits to the individual, manager and the company

**Process of managing performance & responsibilities** | **Preparing for appraisal*** Exercise – Fail to prepare, prepare to fail
* Preparing for appraisal
* Dos and Don’ts
* Exercise - Annual Reprisal

**Conducting the appraisal*** The introduction
* Past & Future Performance
* Discussion of the future

**Setting Objectives*** Objectives – where from?
* SMART
* Exercise - Setting objectives

**Questioning, Listening and giving feedback effectively*** Factual, Explanatory, Probing, Leading, Hypothetical, Alternative, Mirroring, Pausing, Summarising
* LISTEN
* BOOST
* Feedback Do’s & Don’ts
* Exercise – giving feedback effectively

**Test your knowledge** | **Contact information****Jeanette Lonsdale****HR Consultant****First Call HR****Tel: +44 (0)7917 333999****Tel: +44 (0)1295 720988****Email: jeanette@firstcallhr.com** |