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** |