

# **APPRAISAL SKILLS/REVIEWER TRAINING**

## **1-day Course**

### **OVERALL AIM:**

To develop reviewers in the skills of conducting appraisals

### **WHO SHOULD PARTICIPATE:**

Anyone who is involved in the assessment and improvement of performance through the use of a regular review process.

### **COURSE OBJECTIVES:**

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

- Understand the purpose of performance management (appraisal process)
- Plan and prepare for an appraisal interview
- Consider past, current and future performance
- Assess performance strengths and weaknesses
- Evaluate the effectiveness of training and development
- Identify future training and development needs

Delegates will have an opportunity to practise their appraisal interviewing skills and receive feedback for future development.

### **COURSE CONTENT:**

- The Benefits of Appraisal
- Types of Appraisal
- Preparation for the meeting
- Conducting the Appraisal Interview
- Setting the right atmosphere, room layout
- Questioning techniques
- Constructive feedback
- Establish clear objectives (SMART) and standards of performance
- Completing the documentation
- Establishing milestones