

Getting the best from your people – appraising effectively

A well run appraisal system can underpin the success of any business, but many managers worry about getting it right. This one day course aims to give participants the confidence to hold effective appraisal discussions and support their staff, so they both get the most out of the appraisal process.

WHO SHOULD ATTEND?

This course is for anyone who has responsibility for appraising staff.

WHAT WILL YOU LEARN?

How to appraise staff effectively and ensure that the process is one which is motivational and helps to get the very best from your team.

COURSE CONTENT

During this module participants will have the opportunity to...

- ✓ consider why we should appraise
- ✓ identify the responsibilities of appraisers and appraisees in the process
- ✓ examine the performance management cycle
- ✓ examine how to set meaningful objectives using SMART
- ✓ consider the key principles in giving and receiving of feedback
- ✓ identify the key communication skills needed, including...
 - questioning
 - listening
- ✓ consider how to develop staff
- ✓ consider the written documentation involved in the cycle...
 - ✓ what should be included
 - what should be excluded
- ✓ practise their appraisal skills

TRAINER

Tracy Powley is an experienced sales and management trainer. She started her career in 1986, working for a large business publishing house managing a team of sales executives. She then joined a start up recruitment consultancy which she helped to grow and develop over 6 years, becoming a partner in the business. She moved into training in 1998, gaining a training qualification through the CIPD (Chartered Institute of Personnel and Development) and now co runs her own training consultancy.

COURSE INFORMATION

Venue: Chamber of Commerce, 53 Bugle Street, Southampton
Duration: 9.15am - 4.30pm

Lunch and course materials provided

RELATED COURSES

Being Assertive
Become a Successful Supervisor or Team Leader