

The Performance Appraisal

AUDIENCE

This two day course has been designed for newly appointed supervisors or managers who are required to undertake performance appraisals.

This two-day course will also be of benefit to those who require a refresher into the skills and techniques necessary to conduct a professional performance review and wish to bring themselves up to date with contemporary thinking on this critical management activity.

SUMMARY

The Performance Appraisal is seen as an essential instrument which supervisors and managers use to achieve objectives; either set by themselves or the company or those which the appraisee himself/herself wishes to undertake.

This course recognizes the vital importance of 'feedback' as a performance indicator. It is not enough merely to indicate how well someone is doing, or has done, once a year. Therefore, the emphasis of the course is on presenting the performance appraisal as a motivational tool. If it is done correctly it can contribute greatly to the performance of the team. Done poorly it can result in disillusionment, disharmony and poor team spirit.

COURSE AIMS

By the end of the course the participants will:

- *Be aware of the importance of the Performance Appraisal as a motivational tool and be able to convey this importance to the appraisee.*
- *Understand how to structure the Performance Appraisal so that all areas of an individual's contribution are thoroughly explored and commented on.*
- *Be able to structure a written appraisal and have produced a sample report.*

COURSE SESSIONS

- *Performance Appraisal - Principles*
- *Purpose and Techniques of the Appraisal Interview*
- *The Appraisal Interview*
- *The Written Appraisal*
- *Team Roles*
- *Performance Factors*
- *Appraisal and Employment Law*

A full and detailed syllabus is available. Simply email us or visit our website to request further information. Alternatively call us on the number below.