

## Running Effective Appraisals Outline



**Appraisals are an important part of effective performance management.** Whether you have a traditional annual cycle, or opt for more frequent career conversations, they give the chance to drive employees' motivation and productivity.

Too often they do not deliver; they are dreaded rather than welcomed, given bottom priority. The opportunity is lost and the relationship with the line manager is damaged.

This one day course will help you review what you are trying to achieve, and give you the tools to carry out appraisals that work for everyone involved.

### Content

- What can be achieved at an appraisal? What should be avoided?
- How to prepare for appraisals so that you get the outcomes you want
- Appraisal practice
- Strategies for giving constructive feedback that leads to behavioural change
- Essential skills: Listening, questioning, exploring, explaining.
- Setting appropriate, motivating goals and objectives
- Recognising development opportunities
- Reviewing progress
- Impact of body language and environment
- Why people under perform



## Outcomes

By the end of the day, you will:

- Know what an effective appraisal should include and what skills are needed
- Know how to plan and prepare for an appraisal meeting
- Have practised giving and receiving constructive feedback
- Will understand how to set purposeful, challenging goals and objectives
- Will understand the place of appraisals in the performance management cycle and the impact of good appraisals on the bottom line

## About Our Training

**All our courses give you:**

- An insight into current thinking and good practice
- A range of practical tools and strategies you can use to help you do the job better
- Space to reflect on your current skills and behaviour

**Every course will be enjoyable, engaging, interactive and fast paced.**

Training should never be a drudge. We believe that learning is inextricably linked to enjoyment. The better the experience, the greater the learning. We always have a light touch and an easy manner that makes it easy to engage with the topic at hand.

There is no chalk and talk or death by PowerPoint here. All the content will be relevant, too. We are always purposeful and focused and haven't got time to waste building towers out of straws. We are much more concerned with seeing pennies drop, lightbulb moments and equipping you to thrive at work.



**Get in touch to find out what we offer and how we can help you.**



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