

Successful Appraisal Skills

90 min -
½ day

'Develop, Motivate and Inspire to Achieve'

Business Scenario Many managers and staff view appraisals as time consuming and ineffective. However, an effective appraisal process will result in identifying, retaining and even creating high achievers, as well as establishing future goals for the individual and your business..

This session will explain how to get the most from your review and how to ensure it stays on a positive track.

Your Booster Session

- Understand the potential benefits in conducting an effective appraisal
- Improve the performance of staff through meaningful appraisal procedures
- Enable teams to grow through the appraisal process

Action Planning - What will **You** do?

Through discussions and exercises you will demonstrate the importance of effective appraisals in order for you to create an Action Plan for future success.

Flexibility of Delivery

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace. Sessions may be tailored and extended to a half-day course.

*Active Knowledge Bites™
Turning Learning into Action...*

