

## Appraisal Skills and Performance Reviews

1 day  
Course

*'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.

**Who will Benefit?** Those needing to know how to prepare and conduct successful appraisal and performance reviews.

**Course Objectives** By the end of the course you will be able to:

- Improve the performance of staff through meaningful appraisal procedures
- Identify and close performance gaps for individuals
- Recognise talent and develop opportunities for individuals
- Enable teams to grow through the appraisal process

### Course Content

#### Preparation

- Presenting the appraisal as an opportunity
- Plan and prepare effectively for the appraisal interview
- Review past achievements against goals
- Planning for the next year

#### The meeting

- Active listening skills
- Linking past performance to future plans
- Goals of the appraisee
- Match appraisee goals with company goals

#### Performance management

- Providing evidence of past achievements
- Overcoming resistance
- Establishing achievable objectives

#### The agreement

- Exploring, reviewing and agreeing individual performance objectives

### Course Features

Through discussions, reflection and interactive scenarios, participants will explore and practise the appraisal process. Group skills practise, including a video, to apply and develop the effective appraisal skills.