

A one day intensive workshop for Team Leaders and Managers that gives you....

The Art of Appraisal

Objectives

At the end of this programme, participants will be able to:

- Explain the aims and benefits of conducting an effective appraisal discussion
- Confidently plan and prepare for a successful review meeting
- Agree SMART objectives with the appraisee
- Develop honest and open communications during the review meeting.

Sample Workshop Content

Overview and benefits of appraisal

- Selling the value of the appraisal process and understanding the barriers
- Clarifying roles and responsibilities
- Understanding the current process

Appraisal Discussion

- Establishing rapport & trust – open and honest communication
- Planning and conducting a structured, balanced and participative discussion
- Review the last year
- Agree the future

Action planning

Course Design

The programme includes:

- Short input sessions, discussions
- Case studies for group discussion
- Practical group / individual exercises relating to people's actual environment
- Individual action planning to implement learning

Call us now

on 07702 110676

to discuss how this workshop could work for you

or

email: contact@martin-smith.biz

Learning Reinforcement

Prior to the course: Each participant must discuss/define specific time management learning objectives with their line manager – and be ready to share them.

After the course: Each participant will leave with an action plan to implement and review with their line manager on their return to the work place.

www.martin-smith.biz

Martin Smith 
Learning & Development