

# Appraisal Interviewing/ Performance Management

---

An appraisal is an opportunity to review individual performance in the light of business needs. This programme provides delegates with a system to ensure the appraisal discussion is useful and valuable to both appraiser and appraisee and provides practice in its use.

By the end of the course delegates will be able to:

- link appraisals with business objectives
- choose an appraisal style
- recognise good performance and motivate staff members through positive feedback during the appraisal
- address performance issues through the delivery of constructive feedback
- set realistic objectives at the end of the appraisal and ensure they are followed up
- review their own performance as an appraiser and continuously develop their skill

The course includes:

- good and poor appraisals
- evaluating performance with and without rating scales
- appraising against competencies
- clarifying fact and opinion
- dealing with difficult situations for the appraiser and the appraisee
- reviewing and maintaining performance between appraisals
- Transferring the learning to work

This course is suitable for anyone who appraises staff and who wants to increase the value of the exercise for themselves, the appraisee and their business.

Duration: 2 days



**The Island Partnership**

Trinity Road, Sheerness, Kent, ME12 2PF. Tel: 01795 596700