

# Appraisal and Performance Review Skills

This programme has been written for managers who are responsible for carrying out performance review meetings. The session will benefit experienced managers who would like to consolidate skills that have been learnt through experience, as well as less experienced managers who would benefit from guidance on how to plan, prepare and conduct a constructive and meaningful discussion.

## Programme objectives

By the end of this programme, delegates will be able to:

1. Understand and work within the organisation's scheme
2. Explain the reasons for appraisal and describe the benefits at corporate, management and individual levels
3. Evaluate an individual's performance against specific performance criteria
4. Use techniques to conduct an effective meeting, including:
  - Listening
  - Giving and receiving feedback
  - Questioning
5. Identify and agree training needs
6. Agree goals that are measurable, achievable and motivational.

## Further information

The emphasis is on appraisal as a day-to-day activity and the course explains how to integrate appraisal into the management process, to avoid it becoming a 'stand-alone' activity.

**Duration:** Half day refresher – or one day full programme