

Preparing for your Appraisal/Performance Review

This is an essential session for any member of staff who will be involved in a performance review, and who would like to make the most of the meeting. The programme can be built around an organisation's own review process.

Programme objectives

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

1. Explain the reasons why organisations use review processes
2. Describe the benefits at organisational, team and individual level
3. Be able to prepare for the meeting, including the collection of performance evidence
4. Participate fully within the review
5. Use questions to clarify feedback
6. Provide honest and constructive feedback to their line manager
7. Write objectives/goals that are SMART.

Further information

The session is very practical and includes several sessions of syndicate work

Duration: Half day