

## **Basic**

# **Appraisal Skills**

## **One Day Training Course**



### **Course Aims:**

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Delegates will learn to evaluate performance fairly and accurately through an appraisal interview, which encourages ownership and self-development. Delegates will be instructed giving and receiving structured and balanced feedback. The setting of specification and measurable objectives, which can be actively monitored for continuous progress, is also addressed.

### **Course Outline:**

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#### ***Why appraise?***

- The purpose of the organisation
- What is an appraisal?
- Aims of an appraisal
- The starting point

#### ***Setting objectives***

- Specific
- Measurable
- Agreed
- Realistic
- Time bounded

#### ***Effective appraisals***

- Objectivity
- Appropriate techniques
- Employee involvement
- Responsible management
- Elements of an appraisal

#### ***The human elements***

- Starting the appraisal
- Good news VS bad news
- Handling bad news

#### ***Appraisal feedback***

- Giving feedback
- Receiving feedback
- Feedback characteristics
- Feedback values
- Feedback skills

### **Target Audience:**

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Team Leaders, Supervisors or Managers who appraise staff.

### **Assumed Knowledge/ Pre-requisites:**

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Communications Skills

### **Alternative Course/s:**

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Making The Most of Your Appraisal (a private or tailored course) available for those being appraised.