

APPRAISAL SKILLS PROGRAMME



Beacons

Sample Agenda only – The actual content for all Beacons' programmes is tailored to participants' needs via a short questionnaire beforehand, with time spent on the areas which are of greatest concern and maximum value to participants.

Objective

To improve participants' understanding and skills regarding the purpose, preparation and delivery of performance appraisals.

Session Overview

A highly participative course, utilising case studies and covering all aspects of good appraisal practice, in which delegates' will share their experience of good and bad practice and prepare and deliver appraisal interviews.

Numbers

Up to 12 Delegates

Content Overview

1. Planning & Organisation
2. Tone, Atmosphere & Environment
3. Speaking & Listening skills
4. [*your business*] Appraisal system & paperwork *
5. What makes an excellent appraisal And a poor one?
6. Analysis of information. Determining & setting objectives
7. Review and action planning

** optional session - best provided by a member of client organisation.*

On completion of this course delegates will be able to:

- Understand the basics of good appraisal practice
- Understand the appraisal system – aims and process
- Take away practical examples of good practice
- Have identified key areas for personal improvement in delivery of appraisal

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