

# Practical Appraisal Training

## Overview

Managing the performance of our people is a key skill that as Managers we need to understand. Successful managers get the best out of their people by maintaining employee morale, providing focus and gaining commitment to achieve objectives. Managers who use the appraisal process effectively can maximise the potential of all staff in line with the goals and targets of the organisation.

## Workshop content

This workshop will take delegates on a journey to identify the important principles of delivering an effective appraisal. Delegates will explore the key elements of an appraisal and develop an understanding of how to use the appraisal process to obtain positive outcomes. There will be an opportunity for delegates to put their newly acquired skills into practice which can be transferred back into the workplace.

## Target audience

This workshop is for those who have responsibility for people and who want to know how to use the appraisal process to engage and motivate them to deliver the company goals.

### Section 1 The Business Challenge

- Purpose of an appraisal system – a definition
- Business Needs Model

### Section 2 The Process

- Key elements of an appraisal
- The 2-way process
- Communication models
- Timing

### Section 3 Conducting the appraisal

- SMART objectives
- Practical activity
- Roles and responsibilities

### Section 4 Practical application and review

- Ten motivating musts
- Action plan
- Evaluation