

## Workshop overview

- The correct approach to performance appraisal and why it is an integral part of the performance management process
- The benefits of effective appraisal for the employee, the manager and the organisation
- The key stages of the performance review cycle
- Personal experiences, strengths and weaknesses as appraisers
- How to set meaningful and measurable performance objectives
- How to structure and carry out a successful appraisal interview
- Questioning
- Giving constructive feedback on performance
- Recognising the difference between behaviour and personality
- Coaching for performance improvement

## Related workshops

**People who have attended this workshop have also benefited from attending:**

**Handling Disciplinary and Grievance Hearings**

**Delegation and Coaching**

## Workshop details

**£240 plus VAT**

**One day workshop, small group size of eight maximum. Individual and group exercises with feedback.**

# How to Appraise Your Staff

## Create performance improvements through productive appraisals

Note: Full documentation for a complete competency based appraisal system is available on this workshop

### Who for?

This workshop is aimed at all line managers who have to carry out performance appraisals.

### Why do it?

In today's climate all businesses have to develop an edge to survive. Just having the right product or service is not enough; consistently high performing staff is not only vital but is that edge.

Individuals at all levels must know what they have to do and why, how they will be measured and what success will look like. They need to receive constructive, regular feedback on their performance, together with coaching to help them improve.

Whether appraisals are linked to pay and reward and/or are in place as a tool to improve performance, the appraisal process can provide a consistent, objective and fair way to manage staff performance and encourage personal development. It can also help strengthen communication links between individuals and their managers and create more positive and closer working relationships.

### What do I get?

A framework for planning staff development.

An opportunity to practise an appraisal and receive constructive feedback.

Memory jogger mind map.

### Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: [info@forthorstedtrainingacademy.co.uk](mailto:info@forthorstedtrainingacademy.co.uk)
- 3 - Simply ring 01634 823205

Full terms and conditions can be found at [www.forthorstedtrainingacademy.co.uk](http://www.forthorstedtrainingacademy.co.uk)

