



Effective Appraisal Skills for Managers

Overview

This course is for anyone who is new to carrying out performance appraisals or for those who are more experienced but feel they would like a refresher to update their skills and knowledge of current techniques.

Aim

Designed to provide delegates with an understanding of the benefits that can be gained from an effective employee performance development review process and of carrying out effective appraisal interviews.

Content

By the end of the course, delegates will be able to:

- Explain what appraisals are & why they are needed
- Effectively prepare for the appraisal meeting and ensure their staff are also prepared
- Know what to include & what to record on appraisal documentation
- Use effective questioning techniques and probing to gather relevant information
- Receive & give feedback in the correct way
- Handle difficult appraisal situations
- Identify different options to supply the development needs
- Set and agree objectives & learning plans



COURSE COST

£175 + VAT

Duration: 1 Day

HELD AT
**CHALLENGE TRAINING &
CONFERENCE CENTRE**

“Having recently moved into a managerial role, the course has equipped me with the skills and knowledge to carry out appraisals effectively.”

*Public Sector Company
Employee*



For further information or to reserve a place on this course contact us :

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