

# Planning & Conducting Appraisals

This is an essential workshop if you manage people and want to obtain positive outcomes and changes in behaviour from an appraisal process. We will guide you through the principles of an appraisal and how to design and conduct appraisals. You will learn a number of techniques and approaches to help ensure that the appraisals you conduct are structured, productive and positive meetings. The workshop is suitable for people who are currently involved in conducting appraisals or intend to do so.



## Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

## What if I can't fit it in?

The Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at our Centre for Leadership based at our Broadwater campus.

## What will I gain from this workshop?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance and easy to follow hand-outs.

## How do I enrol or get further information?

For group rates from £40 per person, or enrolment, please contact the Northbrook Commercial Services team on:

☎ (01903) 273 114

✉ [business.solutions@nbcol.ac.uk](mailto:business.solutions@nbcol.ac.uk)

🌐 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

📍 Northbrook Commercial Services, Broadwater Road, Worthing, West Sussex, BN14 8HJ

## What will I learn on this workshop?

This workshop will cover:

- > The general principles of appraisals
- > Making a success of appraisals
- > Designing the appraisal system
- > Overcoming problems with performance appraisals
- > Conducting the appraisal

## What are the specific details?

**Price** £85.00 per person

**Duration** Three hours

For further information on other workshops, please visit our website:

[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)