

Planning & Conducting Appraisals

What are the specific details?

Duration	Three hours.
Cost	£85.00 per person.

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.

Who is this course suitable for?

Suitable for learners with some awareness of this area who want to develop their knowledge to aid their employment opportunities and for those in employment as part of their continuous professional development.

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.

How is the course delivered?

The Business Solutions 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.

What will I gain from this course?

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

What will I learn?

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

For further information, or enrolment, please contact Business Solutions on:

☎ (01903) 273 732

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