Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

What is Performance Appraisals training?

Many managers are concerned about how to best carry out appraisals and to link this to development plans and future training.

This one day performance appraisals training course will identify the benefits of appraisal, the key skills required and how to assess its effectiveness.

This appraisals course is designed for individuals who carry out staff appraisals, and are looking to build their confidence and effectiveness in this essential skill.

We'd be happy to arrange this course at our training centre in **Brighton, UK** or can arrange to come to your place of work. Wherever you'd like to train, just give us a call on +44 (0)1273 622272 for more information - or to book.

What are the objectives of Performance Appraisals training?

Having completed this appraisals training course delegates will be able to:

- Understand the purpose of the appraisal process and your role and responsibilities as appraiser.
- Plan, prepare and structure a review.
- Remain fair and consistent, avoiding bias.
- Achieve honest and open communications.
- Learn how to listen and give clear and specific feedback.
- Define areas for appraise development and set clear objectives.
- Tackle performance problems and sensitive issues effectively.
- Conduct appraisals in a confident and professional manner.

The Importance of Staff Performance Appraisal:

- Defining aims, purpose, objectives in order to improve performance
- Developing an Effective Appraisal System
- Frequency of appraisal, supported by one-to-ones and informal review
- Action plans and development plans

Your Responsibilities:

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- Getting balanced and honest feedback on performance
- Effective Planning for the Appraisal
- Gathering the information you need: drafting an appraisal plan

The Performance Appraisal Interview:

- Establishing open and honest communications
- Questioning and listening skills
- Planning and conducting a structured, balanced and participative discussion
- Review of current compared to previous performance

Managing the Performance

- Providing evidence
- Dealing with conflict
- Addressing issues of poor performance

Setting SMART objectives

- Adopting an Assertive and Confident Appraisal Technique
- Interpersonal skills within the appraisal interview
- Inspiring confidence in the appraisal
- Overcoming resistance and handling unco-operative individuals

Giving Feedback

- Completing the appraisal document
- Using positive and action promoting language
- The Follow-up Process
- Identifying areas of concern

This Performance Appraisals Training course is designed for individuals who carry out staff appraisals, and are looking to build their confidence and effectiveness in this essential skill. This 1-day workshop-style training course will identify the benefits of appraisal, the key skills required and how to assess its effectiveness.