

Duration 1 day

Overview

The primary purpose of the course is to introduce staff to the common purposes of appraisal systems and to the particulars of their own company or organisation programme.

We take an interactive approach, using a variety of teaching models including lecturer input, role-plays, individual and group exercises to explore the processes of preparation, appraisal, feedback and monitoring.

When a company already has a functioning appraisal system, then appraiser training should form part of the newly appointed supervisor or manager's introduction to their role, helping them to develop their attitude to objective setting and task management. If this has not already happened, then training should be delivered shortly before conducting an appraisal for the first time.

When a company first introduces an appraisal system, then a full programme of appraisal training for all staff should be considered as part of the underlying change management process.

Recommended for

This course is designed for staff who are new to conducting an appraisal. A parallel course **Your Appraisal** (CTPD40-10) is available for staff who are new to being appraised. In this way the particular concerns of each group can be tackled and the course can concentrate directly on their needs.

Objectives

At the end of the training the delegate will be able to successfully:

- Identify three reasons why business objectives are important and relevant to departmental and individual objectives
- Describe the purpose of an effective performance review system
- Describe the basis of objective monitoring and review
- Select three methods of communication to be used with staff with a variety of attitudes

using the support and materials provided.

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Overview

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We take an interactive approach, using a variety of teaching models including lecturer input, role-plays, individual and group exercises to explore the processes of preparation, appraisal, feedback and monitoring.

When a company already has a functioning appraisal system, then appraisee training will ideally form part of an induction programme that will introduce staff to working practices and inform their behaviour and performance from the start. If this has not already happened, then training may be delivered shortly before taking part in an appraisal for the first time.

When a company first introduces an appraisal system, then a full programme of appraisal training for all staff should be considered as part of the underlying change management process.

Recommended for

This course is designed for staff who are new to being appraised. A parallel course **Conducting Appraisals** (CTPD10-60) is available for staff who are new to conducting appraisals. In this way the particular concerns of each group can be tackled and the course can concentrate directly on their needs.

Objectives

At the end of the training the delegate will be able to successfully:

- Identify three reasons why business and departmental objectives are important and relevant to individual objectives
- Describe the benefits to the individual and their department of an effective performance review system
- Describe the basis of objective monitoring and review

using the support and materials provided.