

Effective Appraisals Programme

Who can benefit?

For delegates who are required to carry out appraisals and develop their skills in performance management.

Course Objectives

- Identify the elements involved in delivering effective appraisal, setting objectives and personal development planning
- Identify the relevant skills required for these processes
- Describe effective outcomes of appraisal
- Demonstrate objective setting
- Produce an example of personal development planning

Course content

- Setting the scene
- Defining the processes
- Identifying the benefits
- Essentials of appraisal
- Setting objectives
- Personal development planning
- Action planning

Course Duration

1 day