



COURSE DURATION

3.5 hours

NUMBER OF DELEGATES

The recommended number of participants is:

Face to face 6 - 10
Virtual 4 – 8

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Training Academy

EFFECTIVE APPRAISALS

COURSE OVERVIEW

This ½ day workshop has been designed to help you prepare and conduct effective appraisals.

OBJECTIVES

Having attended this event, you will:

- Understand the benefits of an appraisal
- Know how the appraisal fits into the performance management process
- Preparing for an appraisal
- Conducting the appraisal
- Giving and receiving feedback
- Reviewing and setting objectives – looking back/looking forward
- Development and training – where does that fit

WHO SHOULD ATTEND?

This course is designed for anyone that will be preparing for and conducting appraisals.

COURSE STYLE

This workshop is a mixture of theory and interactive activities to explore individual resilience levels.