

## Performance Review & Appraisal Skills

### Duration:

One day

### Objective

Performance reviews are one of the most challenging responsibilities that successful managers and leaders face. Used effectively, the review and appraisal process can help the manager qualify and quantify the work their staff can achieve, identify the training and development they require and motivate them to reach the agreed targets. This course demonstrates some of the most effective methods of achieving greater levels of performance and more demanding targets from your staff.

### Contents

By the end of this course each delegate will be able to:

Conduct structured and participative appraisal interviews to develop your staff

Understand how to deal with 'problem' staff

Provide constructive and developmental feedback

Develop a framework for providing each member of staff with a training and development plan

Set effective targets/objectives

Develop your skills to enable more effective reviews

### Who should attend

Anyone who needs to carry out reviews of the work and performance of others.

### Course benefits

Examine the nature of performance appraisal and establish how to get the best from your team

Understand the need for clear, realistic objectives and key result areas

Know how to measure competences

Use a systematic approach when planning/preparing for and conducting the pre-interview meeting and one-to-ones

Develop and practice your interviewing skills

### Additional information

This course explores the crucial factor of the motivation and commitment of managers to the process. Through the inclusion of role play delegates will become involved in demonstrating interviewing scenarios which can be challenging

### Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

### Trainers background

The trainer for this course has extensive experience in design and delivery of performance review and appraisal training. They have been successfully delivering training to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.