



Duration: 1 Day
Course Code: SSI04

Course Description:

The performance appraisal is one of the most important ways an organisation can ensure the continued best performance practices of its employees and to promote their future development.

Who Should Attend Appraisal Skills Training?

- This is a great course for anyone who needs to master the principles and practices for effective performance review, including Junior or Senior Managers, Supervisors and Training or HR Managers.

Benefits From Attending The Training:

- Greater confidence in setting up and running appraisal meetings with your staff
- Understand the importance of the all year round approach to appraisal through performance management
- Be able to handle difficult situations before and during the appraisal meeting

Course Contents:

- Introduction to performance management
- How it benefits the individual, the team and the organisation
- Understanding how regular reviews will enhance performance, motivate people and increase performance
- Planning and preparation for before, during and after the appraisal meeting
- Gathering facts and information from the last period
- Setting the tone with room, atmosphere and approach
- Setting S.M.A.R.T objectives to help motivate individuals and teams
- Skills to help - question structure; active listening; basic body language
- Handling difficult people and situations

Related Courses:

- Recruitment And Selection | Duration: 1 day | Code: SSM07
- Managing Change | Duration: 1 Day | Code: SSI08

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

