

Managers - Guide to Appraisals

Duration: 1 hour

Appraisals are a very important time for most employees. The line manager acts as a mediator between the interests of the organisation and the interests of the individual. The key aspects to a successful appraisal are preparation and following a successful formula during the review.

Objectives:

At the end of this 1 hour, 'Managers Guide to Giving Appraisals' training course participants will be able to:

- Explain the end to end process of holding effective appraisals
- Recognise the need to review both performance and behaviours
- Describe the importance of preparation and evidence for appraisals
- Identify various models to help you give effective appraisal

The key aims of the 'Managers Guide to Giving Appraisals' course is to recognise the importance of the line manager's role when giving appraisals

Key Content:

1. Understand the end to end process of giving appraisals
 - Interim and quarterly reviews
2. Recognise how to review performance and behaviours
 - What they did and how they did it
3. Describe the various methods of providing evidence for appraisals
 - Targets – outputs, sales, cost etc.
 - Tasks or Projects
4. Identify the do's and don'ts during the appraisal
 - Do – listen, use silence, question, confirm, challenge and praise etc.
 - Don't – focus on just one task or impressions etc.
5. Identify the core models to help assess individuals during their appraisal
 - GROW
 - SMART