



Robinson Grace
HR CONSULTANCY

Appraisal Skills for Managers

Date: 20th September 2024

Time: 09:00 - 13:30

Venue: Microsoft Teams Online Platform

Fee: £275 + VAT per person

Trainer Information

Your trainer Nicola has 20 years of HR and Training experience, regularly writing and delivering courses to enable managers to manage and motivate their teams and increase their practical operational HR skills.

Nicola is passionate about helping you to recruit, develop, manage and retain talented people to make a real and substantial difference to your growing business.

Booking Information

To book a place/s email
clientservices@
robinsongracehr.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us. To avoid any confusion, we ask that cancellations are by email only. Payment is required in advance of the course.

Refunds can only be requested 2 weeks prior to the course date.

This workshop is suitable for all managers who conduct appraisals in their organisation and has been designed to make appraisals an engaging, positive and developmental experience. The focus is to help managers improve their awareness of the the benefit of a good appraisal process, feedback skills and become confident at delivering evidenced, fair, and constructive feedback, whilst strengthening and developing the skills of the workforce.

The aims of this workshop are:

- Removing the fear factor by planning ahead
- How to hold a positive performance review
- To give managers the confidence to know how to use evidenced feedback and the appraisal system to boost morale, develop their team, and encourage productivity.

What will be covered?

This workshop covers performance appraisal skills:

- the 'how' to do it – and the reasons for performance appraisal
- the 'why' the organisation and individual employees can benefit from appraisals.

Managers should understand how the process fits into their wider organisation's processes, and how the information gathered via appraisals can contribute to the overall business strategy.

The training involves a mix of interactive exercises and discussion around:

- What appraisal is and why they can be a useful engagement tool
- The appraisal process itself
- Removing the fear factor
- Self-appraisal, 360 degree feedback and peer to peer reviews
- Forming objectives, targets and standards and review mechanisms
- Preparing for the appraisal interview
- Effective questioning and active listening skills
- Accurately evaluate the skills of employees
- Training and development needs – the wish list versus the must haves
- Giving and receiving constructive, evidenced feedback