



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

solutions@ttsweb.co.uk
www.ttsweb.co.uk
0117 9022 845

Performance Appraisal

(1 day)

"If you don't take the time to appraise your staff you will never know if they are performing at their best."

Benefits of attending this course...

Performance appraisals can be seen as a tedious chore but in reality they are a priceless development opportunity, for both the manager and the member of staff.

The purpose of this course is to show the benefits of running quality performance appraisals for you, your staff and your organisation.

Who is it for?

Those with responsibility for planning, organising and running performance appraisals.

Objectives

By the end of the training you will be able to...

-  Describe the vital role performance appraisals play in the development of staff and the ultimate success of the business.
-  Plan, organise and run a successful performance appraisal.
-  Give feedback that motivates staff to perform at their best.

Content

- ✓ The role of the performance appraisal (and why they can sometimes 'go wrong').
- ✓ Overview of the various performance management systems and processes in common use.
- ✓ Identifying the performance indicators that are relevant to your organisation.
- ✓ How to set realistic and meaningful performance targets and then measure attainment against them.
- ✓ Key steps in planning for a performance appraisal.
- ✓ The vital skills of listening and questioning.
- ✓ How to give feedback that identifies areas for improvement whilst also keeping staff motivated.
- ✓ Recording outcomes and monitoring progress after the appraisal.
- ✓ Action planning for application back at work.