

CONDUCTING CAREER APPRAISALS

Introduction:

Performance management plays an important role in the development of skills in every organisation. A vital part of this development is the appraisal process. Poor management of an appraisal can leave the attendee feeling under valued, dissatisfied and de-motivated.

Objectives:

The course is designed to enable any personnel responsible for delivering appraisals to develop the necessary skills to successfully manage and carry out the appraisal.

Programme Synopsis:

- Understanding the appraisal process
- Setting the scene
- Appraisals and setting objectives
- Appraisals and communication
- Conducting the appraisal
- Appraisals and the aggressive, negative appraisee
- After the appraisal

Duration: One (1) Day

Course Code: TSCCCA

Certification: Training Solutions 2000