



for more information call
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 **Conducting Appraisals**

The Key to Long Term Motivation.

Conducting an effective appraisal is a fundamental key to the motivation of all employees. Appraisals are a key component to any ongoing performance and development review process.

Benefits

This course is designed for those involved with monitoring the performance and development of staff. Participants will:

- Learn how to question in a way that creates a deeper understanding of what motivates and challenges the individual being appraised
- Understand the importance of feedback in the appraisal process i.e. giving, receiving and interpreting feedback
- Explore different methods for addressing poor performance and recognising excellent performance

Content

This course will be highly interactive and will focus on the components of an appraisal system and the tools that are available.

There will be opportunities to play a number of roles to test the skills learnt to improve motivation and performance.

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