



## **APPRAISING EMPLOYEE PERFORMANCE**

### **Participants**

For managers and team leaders who wish to develop the skills of conducting effective and productive performance appraisal and development sessions.

### **Workshop Objectives and Outcomes**

The Workshop is designed to give participants -

- An understanding of what an effective Performance Appraisal session looks like.
- Ways to plan for Appraisal sessions to achieve best use of time.
- The skills and behaviours necessary to make Appraisal sessions productive and effective.
- Confidence to make it work.

### **Major Themes**

- What the Company requires from staff
- Ways of establishing clear standards of performance and performance criteria
- Aligning organisation/team objectives with individual objectives and targets
- Listening, questioning and feeding back
- Assessing the key areas of Flexibility, Co-operation, Initiative and Attitude
- The Review Process
- Identifying development needs
- Maintaining self esteem of poor performers
- Gaining commitment to action plans
- Maintaining consistency of approach
- Making best use of time during the Appraisal process
- Identifying personal development needs
- Planning to use skills back at the desk

**This is a practical Workshop involving group exercises, formal input, group discussion and feedback.**

**Duration**

**1 day**

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