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**Who should attend**  
Managers or Team Leaders who  
carry out staff appraisals

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**Duration**  
1 Day

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## Holding Effective Staff Appraisals

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### *Purpose of the workshop*

Carrying out effective performance appraisals is an important task for anyone who manages a team of people. To get the best out of your team you need to be able to correctly identify areas that each person performs well and those areas that need to be developed. These findings then need to be fed back to the individuals in your team in a positive way to encourage them to grow and expand their potential or to improve certain areas of their work. This interactive workshop is an effective balance of training and practical application, which will help line managers to identify and practise the key skills associated with giving people formal feedback on their performance and addressing personal training and development needs. By the end of the workshop participants will have the basic skills allowing them to construct, write and conduct an effective appraisal.

### *Outcomes*

- Understand the importance of good preparation
- Identify the key skills needed to conduct an effective appraisal
- Be able to give objective feedback on someone's performance
- Develop active listening techniques
- Be able to use a range of question types
- Appreciate the role behaviour plays in an appraisal interview
- Set effective objectives
- Explain how to identify training and development needs
- Conduct an effective appraisal interview
- Be able to record effectively what was discussed in an interview
- Identify how staff will monitor agreed appraisal outcomes

