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Who should attend  
Suitable for all employees

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Duration  
Half Day

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## Influencing your Appraisals

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### *Purpose of the workshop*

Being appraised is something that most people are either very unsure about or do not understand how to get the most out of. When people understand the reason for the appraisal process and the benefits that they can get from being appraised, they will approach the interview in a much more positive way. This interactive workshop is a very practical programme and has been designed to help employees understand the value of an effective appraisal process. It focuses on the positive side of performance reviews and gives the appraisee something to aim for during their own interview. The workshop includes practical appraisal exercises to help appraisees overcome fear, anxiety and cynicism towards the appraisal process.

### *Outcomes*

- The individual and business benefits of an appraisal process
- The needs of the employer and employee
- The motivational benefits of positive thinking and clear goal setting
- Using SMART Goals
- Understanding the appraisal process
- Practical appraisal exercise in a team activity
- Understanding the role of the line manager in setting expectations
- Understanding the appraisee's role in the process

