
Who should attend

Line managers with responsibility for conducting employee appraisals or performance and development reviews

Duration

1 Day

SJAR Appraisal Workshop

Purpose of the workshop

This is an interactive workshop designed to help line managers to write an effective SJAR. It provides a written guide for the completion of an SJAR, and a tool kit to help write effective narratives, including a list of key words and phrases. The workshop will enable delegates 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 and write an effective appraisal, and conduct an effective appraisal interview.

Outcomes

- Understand the benefits of effective appraisals.
- 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.
- Understand the SJAR process.
- Use the Narrative Toolkit to write effective narratives.

