

Course MS04: Ongoing Appraisal

COURSE DURATION:

25 Minutes

TARGET AUDIENCE:

- Any manager with line responsibility for performance appraisal

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Conducting an appraisal discussion can be a daunting experience as most managers want to avoid doing anything that will upset or de-motivate their team members, but at the same time don't want to mislead them with an overly "rosy" view that ignores needed areas of improvement.

The solution is to approach appraisal discussions in an organised manner, with a firm grasp of the techniques and skills that are likely to make it a positive experience for both the appraiser and the appraisee.

This course will equip manager/appraisers with the knowledge necessary to enable them to practice these techniques and skills. It will also provide a clear structure for appraisal discussions and enable the learner to understand the key characteristics of each stage of the discussion.

Course Content

- The Structure of the Appraisal Discussion
- Creating a Discussion – Asking Questions
- Creating a Discussion – Listening
- Starting the Appraisal Discussion
- Reviewing Objectives
- Getting into Feedback
- Giving Feedback
- Agreeing Smarter Objectives
- Closing the Appraisal Discussion
- After the Appraisal
- Rating and Assessment

