

Introduction to Managing an Appraisal Meeting

Duration: 1 Day

This one day workshop is designed for Managers, Supervisors or Team Leaders who are new appraisers and wish to develop their knowledge and skill of how to run a 'best practice' appraisal meeting

The workshop provides an introduction to the purpose of the appraisal process; a basic overview of the legal requirements and the opportunity to practice the skills of conducting an appraisal meeting.

Designed for individuals responsible for providing performance feedback to employees; this workshop also focuses on the practical aspects of providing constructive feedback and techniques on how to get the most out of your appraisal meeting.

As a result of attending this workshop, delegates will be able to:

- Describe the basic legal requirements of managing aspects of the Appraisal Process
- Identify the necessary steps to prepare, plan and deliver a 'best practice' appraisal meeting

Pre requisites

There are no prerequisites for this course