

Understanding the Appraisal Scheme

1 day course

Objective

The aim of this course is to introduce staff to the objectives and benefits of performance appraisals, by investigating the practical techniques and approaches that make appraisals successful, both as scheduled events and as ongoing outcomes.

Course Content:

Objective of Appraisals

- You and the Company let's Make Money!
- Strategies Better People make Better Profits

Expectations of the Appraisal Scheme

- Performance Monitoring
- Motivating and Rewarding
- Goal Setting
- Looking to the Future

Self-Direction

- Identifying and Prioritising Objectives
- Finding your Own Way
- Aiming for a (Winning) Goal
- SMART Talk be Objective!
- Individual Team-Playing
- PPP - Personal Planning Principles

Practical Session

Summary
