

Effective Staff Appraisals

Staff development doesn't just happen. It takes a conscious and concerted effort on the part of the manager to support and encourage their employees' initiative. The performance appraisal is one of the most important ways an organisation can ensure the continued best performance practices of its employees and to promote their future development.

Many managers have recognised that the skills and techniques needed for the successful appraisal can be used in their everyday operations and have become multi-skilled and better managers as a result.

course details

Course Duration

One Day

Course Cost

£1250

Maximum Delegates

This course is designed for up to 10 delegates

Training Location

Training can be run at any venue

Participant Profile

This course is aimed at:

- Newly appointed Managers and Team Leaders
- Managers and Team Leaders who want to increase their organisations success

Key Topics

Participants will cover:

- Why appraise staff, and the process to take
- Developing an appraisal form
- Planning and evaluating the appraisal
- Reviewing past performance and setting clear objectives
- Dealing with disagreements
- Essential follow up post appraisal

Course Benefits

On completion of this course, participants will understand:

- How to utilise the appraisal system to drive the business forward
- How to become more confident at dealing with negativity that may arise
- How to improve work participation and encourage 'buy-in' from staff
- How to use questioning and active listening to create an effective appraisal

client testimonial



The training courses provided by t2 received excellent feedback from those who attended.

Glen Newman, **VansDirect**

You may also be interested in...

Assertiveness at Work

Designed to give participants the ability to formulate and communicate thoughts and opinions in a clear, direct and non-aggressive way.

Essential Interviewing Skills

Designed to give participants the necessary training and tools to enable them to interview in the most effective manner possible, thus avoiding potentially costly errors.