



# APPRAISAL SKILLS

## WHO IS IT FOR?

This half day workshop has been designed to address the issues surrounding conducting effective appraisals at work, together with the tools and strategies to conduct successful appraisals.

## OBJECTIVES

The aim of this workshop is to examine how to conduct an effective appraisal and how to communicate clearly and confidently during the appraisal situation. The workshop will look at gathering information and how to ensure SMART objectives are written to ensure that the appraisal objectives are achieved.

## CONTENT

- Define what makes an effective Appraisal process
- Effectively prepare for an Appraisal with an employee
- Execute an Appraisal Interview in a credible and professional manner
- Develop a plan that will assist in developing personal self-esteem and confidence

## METHOD

The workshop consists of various activities, case studies and provides an opportunity for people to share their experiences, in a safe, controlled and confidential environment. It also aims to explore individual's current understanding and views through group work and interaction.

## DURATION

Half Day.