



## Appraisals and Performance Management

**Date:**

Oct 04, 2012

**Course Duration:**

1/2 day (13.30-16.30)

**Venue:**

Dennett House, 11 Middle Street, Taunton, Somerset, TA1 1SH

**Description:**

This workshop is for all managers and those with specific HR responsibility

**Aim:**

This workshop focuses on the process of managing performance through the appraisal system.

**Content:**

- Benefits of positive and regular management of people's performance
- Measuring and monitoring individual performance and development
- Principles and practice of objective setting
- Effective communication methods to create a positive environment for managing performance
- Identifying and correcting under performance

### TRAINING DETAILS

**Course Ref:**

LG/12/800

**Closing Date:**

31/08/2012

**Course Administrator:**

For all enquiries email [training@swcouncils.gov.uk](mailto:training@swcouncils.gov.uk) or call 01823 270101

**Related Courses:**

- [Appraisals and Performance Management](#)
- [Award in Event Planning](#)
- [Award in Facilitation Skills](#)
- PTTLS [Part 1](#) and [Part 2](#)
- Award in Volunteer Management
- [Award in Workplace Mentoring](#)
- [Certificate in Coaching](#)
- [Certificate in First Line Management](#)
- [Certificate in Management](#)
- [Coaching – CPD Event](#)
- [Conducting Disciplinary Investigations](#)
- [Job Evaluation - GLPC Scheme](#)
- [Job Evaluation - NJC Scheme](#)
- [Managing Performance in a Local Authority Area](#)
- [Mediation & Conflict Management](#)

*"Excellent use of time, very good pace, delighted no time wasted"*

*"Thank you so much, I have really enjoyed my learning"*

*"Fantastic trainer, fantastic course"*

**CPD: 3 hours**

Member Organisations: £60  
Associate Organisations: £70  
Non-Member Organisations: £80

*(All prices subject to VAT. Discounts for multiple bookings may apply)*



