



## Giving Appraisals

### Date:

**Course Duration:**  
1/2 day (9.30 - 12.30)

**Venue:**  
Dennett House, 11 Middle Street, Taunton, Somerset TA1 1SH - this event can be customised for in-house delivery.

### Description:

Learners attending this half day workshop will explore how to effectively prepare for staff appraisals and consider a range of essential skills for a mutually positive experience.

### Who is it for?

This workshop will focus on the skills rather than the process and is ideal for any new manager wishing to conduct effective staff appraisals. It is also suitable for managers wishing to refresh their skills in this area.

### Content:

- The purpose and benefits of appraisal
- Understanding the appraisal process
  - Appraisee and appraiser perspective
  - Preparation
  - Looking backwards, looking forwards
  - Objective planning
  - Development needs
- Skills needed for effective and positive appraisal
  - Successful questioning techniques
  - Effective listening skills
  - Giving feedback
  - Dealing with difficult situations
- How the appraisal process fits into the wider performance management context
- How to measure and monitor individual performance through objective setting, including managing poor performance

### TRAINING DETAILS

**Course Administrator:**  
training@swcouncils.gov.uk or  
call 01823 270101

### Related Courses:

- [Job Evaluation - GLPC Scheme](#)
- [Job Evaluation - NJC Scheme](#)
- [Mediation & Conflict Resolution in the Workplace \(ILM Endorsed\)](#)
- [Mediation for Line Managers](#)
- [Managing Capability: Health and Performance Issues](#)
- [Undertaking Disciplinary or Grievance Investigations](#)
- [HR Practitioner \(ILM Endorsed\)](#)
- [Successful Recruitment](#)
- [Pre-Employment Checks](#)
- [Giving Appraisals](#)
- [Planning for a Positive Retirement](#)
- [Career Transition Workshop](#)

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*"A useful overview to understand the need for employee appraisal and how to make them effective"*

*"An excellent and very professionally presented programme that I would very much recommend"*

*"The complete programme was well thought out, and delivered with skill"*

*"An absolute must for anyone in local government with staffing responsibilities whether a line manager or elected representative"*

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Member Organisations: £65  
Non-Member Organisations: £85

*(All prices subject to VAT)*

