

Outstanding business achievement requires the best possible performance by every team and every employee. Individuals, teams and organisations all depend on relevant feedback to improve the way they perform. Performance appraisal (or performance review) is essentially an opportunity for individual employees and those concerned with their performance, typically line managers, to engage in a dialogue about each individual's performance and development, as well as the support required from the manager. This course is suitable for those who have a responsibility for managing the performance and conduct of others at work and will help acquire the critical knowledge, skills and confidence to undertake effective performance appraisal discussions with direct reports and improve performance through the effective use of performance management models.

What will I cover in the course

- Principles of an effective Performance Appraisal
- Understanding appraisee motivation
- 3 stages of a performance review system
- Feeding back on performance
- 360 Degrees Feedback
- Coaching skills
- Agreeing SMART objectives
- Managing challenging Performance Appraisal

How is the course delivered

An interactive 1 day course, incorporating exercises, group work, question and answer sessions together with PowerPoint delivery

What will I gain from this course

Understand the core benefits of the appraisal process. Learn how to carry out an appraisal / performance interview using the basic skills required. Construct, agree and review **S.M.A.R.T** objectives. Recognise how to deal effectively with challenging situations and deliver constructive and motivational feedback.

What do I do next



TalentRidge provide personal development, training, guidance and other support services to a wide range of organisations and Individuals by unlocking talents and helping them to excel in today's competitive environment.

Our Courses, Training and Career Development Assessments are designed to support those who are either new to job hunting, are seeking a career change or for those who wish to build on their existing knowledge.

"passionate about helping people maximise their potential"

Contact us for further information and to discuss your requirements

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