



Appraisal Skills

Overview

How to carry out an effective appraisal for all employees in a well planned and structured approach. Discussing the employees performance to date, giving the employee an opportunity to discuss their current performance and training and development needs for the future

Outline programme

- What Is An Appraisal?
- The Process
- Preparation
- The Interview
- The Appraisal Document
- Problem People
- Skills Practice

Qualification information

Designed for: Supervisors, team leaders, managers or anyone with supervisory responsibility

Course duration: One day programme

New Directions Certificate Issued

