



# Supervisions & Appraisals

## Overview

An effective staff supervision and annual appraisal is a great asset to any organisation. This programme will show you how to carry out a supervision and appraisal, comply with legislative requirements, identify problems at an early stage and open up communication with your employees in a well planned and structured approach. By discussing your employees performance you will identify their current and future development needs and develop your organisations development programme

## Outline programme

- Key purpose of a Supervision
- Legislative requirements in a Supervision
- Benefits of conducting a Supervision
- Features and Structure of a Supervision
- Recording a Supervision
- The Appraisal, overview, benefits, roles and responsibilities, structure and recording an Appraisal
- Skills Practice

## Other information

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

Course duration: One day programme

New Directions Certificate Issued

