

learning  
equals  
development

# EQV Course Outline



■ Appraisal Skills

■ 1 Day

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# Appraisal Skills (1 Day)

## Business Benefit

Annual appraisals completed effectively, can be an opportunity to re-energise, motivate and focus staff on their key objectives. Completed badly, they can demotivate staff and undermine their relationship with their manager and the organisation.

## Who Should Attend?

Anyone currently in a role or moving into a role where they will be responsible for conducting appraisals.

## Learning Objectives

*By the end of this course  
you will be able to...*

- Explain the purpose of the appraisal process
- Produce a preparation check list for appraisals
- Explain the difference between 'Performance Management' and 'Personal Development'
- Describe an effective format for appraisal interviews
- Develop a personal action plan to implement the learning

## Course Content

- The purpose of appraisals
- Performance management
- Setting S.M.A.R.T objectives
- Preparing for the meeting
- A format for appraisal interviews
- Key appraisal skills and behaviours
- Feedback skills
- Personal development plans

## You may also be interested in

Absence & Disciplinary Management, Motivation

## Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

2011  
Jul 07  
Aug 08  
Sep 07  
Oct 07  
Nov 08  
Dec 05

2012  
Jan 09  
Feb 07  
Mar 07  
Apr 10  
May 09  
Jun 12  
Jul 09  
Aug 09  
Sep 05  
Oct 29  
Nov 25

Price:  
**£395**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

## What Delegates Say about this course

*"Really Interesting"*

*"Informative excellent presentation manor and knowledgeable"*

*"Has given me skills and knowledge to practise in future appraisal processes"*

