

Preparing for the Appraisal Discussion

Course length: 45 mins*

Course Code: 103080BT043

This is the second in a series of four short courses on the staff appraisal process. It helps you to prepare effectively to conduct a staff appraisal.

Benefits for the Learner

Most appraisal problems spring from the fact that managers don't take the process as seriously as their staff and do not prepare adequately before they conduct the appraisal.

This course gives you a step-by-step guide to the research and preparation you should carry out before the appraisal. It will help you to set meaningful objectives against which you can measure future performance and shows how a little preparation can turn the annual appraisal into a more worthwhile and motivating experience for your staff.

Benefits for the Business

Taking the appraisal process seriously and ensuring your managers make the time to prepare adequately is crucial. According to recent research by employment agency Office Angels, 25% of employees said that they would look for a job within a fortnight if an appraisal went badly while a further 40% said they would look elsewhere within a month.

This short course gives your managers tips and techniques that help them to enter the appraisal interview better prepared. This will ensure that they set meaningful objectives for their staff and are capable of measuring future performance against them.

What Does the Course Cover?

- The key elements of appraisal preparation
- Performance objectives and how they are devised
- Gaining agreement to performance objectives
- Assessing performance against agreed objectives

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

*Courses are accessible for six months from the date of purchase.