

# On-going Appraisal

**Course length:** 45 mins\*

**Course Code:** 103080BT045

**This is the final course in a series of four on the staff appraisal process. It helps you to monitor progress towards the objectives agreed during the appraisal interview.**

## Benefits for the Learner

Don't let this appraisal be the only time you let your staff know how they are doing. Reviewing staff is a constant two-way process. The appraisal is just the time you have formally allocated to discuss progress in greater detail with agreed outputs. Effective follow through is an area where many performance management processes fall down, and you will discover how to avoid falling into this trap.

Having achieved the outcomes, you will build on successful appraisals by maintaining an open dialogue with their staff about performance and personal development. This is an important element in the manager's motivation and performance management strategy.

## Benefits for the Business

You've unvested in training to give your managers the skills to conduct effective appraisals. They've taken the time to prepare for and conduct the interview. Your staff feel empowered and motivated by the process. Your appraisal system is a success, right?

Not necessarily! Unless you continue to measure and monitor progress towards the objectives set during the appraisal interview, you might see performance levels begin to slide, training plans put on the back burner, morale dip and the faith your staff have in the system dissolve. This course highlights the importance conducting interim performance reviews.

## What Does the Course Cover?

- Following through on the appraisal discussion
- The content of interim performance reviews
- Conducting reviews
- Matching development to identified needs
- Bias and how to avoid it

## 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.