

Appraisal Interviewing

Training Course Details

About This Course

This course covers vital theory and practical techniques for all aspects of appraisal interviewing.

Who Should Attend?

Everybody who is involved in the appraisal process and those who deal with appraising others.

Course Objectives

To provide students with an understanding of the skills required to successfully manage the appraisal process and to make appraisal a constructive experience.

Course Overview

Welcome and introduction, followed by:

- The purpose of appraisal
- Objective setting
- Performance management issues
- Record keeping
- Positive and negative conceptions
- Monitoring performance
- Developing the appraisal
- Effective communication during the process

Practical scenarios to recap key points

Assessment – written and practical

Course Details

Duration **1 day**

Certificate **Certificate of completion provided**

Course Title **Appraisal Interviewing**

Course Ref **HR010AI**

Additional Information

We also offer an Appraisal Documentation writing service for organisations and a review system can be developed for specific services.