

Conducting Effective Performance Appraisals

Aim To equip participants with the understanding and skills required to conduct productive appraisals that are valued by everyone involved in them

Objectives By the end of this workshop, participants will be able to:

1. Describe the role that performance appraisals can play in performance management
2. Explain the practical and psychological factors involved in conducting effective appraisals
3. Describe how to prepare make appraisals meaningful, effective and worthwhile
4. Explain how they can help their staff prepare more effectively for their own appraisals
5. Name the key skills required to conduct effective Performance Appraisals
6. Describe how to handle the most common forms of behaviour displayed by those being appraised
7. Produce a personal action plan

Format

This workshop explores the psychological pressures inherent in appraisals then looks at the related skills and techniques required for success.

Overview

- Participants reflect on their own experiences of receiving or conducting performance appraisals
- An exploration of the potential benefits that effective performance appraisals can deliver
- Participants complete a self-diagnostic to increase their understanding of how they may tend to approach appraisals
- How to enable the person being appraised to contribute more to the appraisal process
- Using Transactional Analysis to understand the psychological dynamics present during appraisals
- How to invest the correct ratio of time to focusing on the past, the present and the future
- Providing effective feedback
- How to handle the most common forms of behaviour displayed by those being appraised
- Participants will finalise their personal action plans

