



Appraisal Skills

The Appraisal Skills workshop provides managers with the knowledge and skills required to conduct an effective appraisal. The course looks at the principles of writing an appraisal, and conducting the meeting itself.

Conduct Effective Appraisals

**Do you feel that the appraisal process is a form-filling exercise?
Have you ever had someone react badly to an appraisal?
Where do you start appraising an individual?**

This one-day programme provides managers with the knowledge and skills required to conduct an effective appraisal.

The course looks at the principles of writing an appraisal, and conducting the meeting itself. Appraisals are a vital part of any people development – after all, honest, constructive feedback is the only way that we can go on to make any real progress. Conducted in the right way they should be positive, motivating, structured and followed through.

Giving and receiving feedback is sometimes difficult to address positively. How do you tell your team member to work harder? Or go that extra mile? Or to interact better with others? Appraisals can be a daunting prospect, even for the most experienced of managers.

The Appraisal Skills programme is an interactive workshop containing a mixture of theory, discussion and role plays where you will be given the opportunity to put the knowledge you have learnt throughout the day into practice.

By attending the Appraisal Skills programme you will learn to:

- Plan and prepare for an appraisal meeting using the appraisal process
- Conduct an appraisal meeting
- Motivate people towards continuous improvement
- Provide constructive feedback
- Review previous objectives and overall performance
- Prepare and agree specific and measurable performance objectives and development plans
- Apply the appropriate communication skills to handle difficult situations within an appraisal meeting

Here are just a few comments from our delighted clients:

YELL “..produced the best ever set of results in the history of Yell.”

NHS “Lammore met the specification and programme outcomes perfectly. Absolutely brilliant!”

GOOGLE “..an outstanding training experience.”

OPODO “..training content very relevant and focused for delivering benefits in my role.”



Appraisal Skills cont

Who should attend?

- First line managers
- Second line managers
- Directors
- Business leaders
- Supervisors

MASTERFOODS “..more original and energising than any management book..”

AUTOTRADER “..fun style of training..coupled with in depth knowledge..”

Here are three great reasons for attending the The Appraisal Skills programme:

At Lammore Consulting, our mission is to provide training events that entertain, inspire and make a difference.

Inspire: Our delegates come away from our programmes feeling inspired and ready to meet their challenges head on. The material has been researched and written to meet key business needs in the real world.

Entertain: We promise to deliver our training events in an upbeat and fun way. Our speakers are professionally trained and experienced in the world of business and entertainment, and know how to engage an audience.

Make a Difference: A training workshop is only effective if the learning is implemented. All delegates attending a Lammore development programme are followed up through regular online contact to ensure that their personal development plans are being put into action. In addition we encourage ‘Action Learning’ events to take place within one month of the training being undertaken to re-enforce the key messages of the programme.

“ an outstanding training experience ”
google

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