

Staff Appraisals

Overview

The aim of this session is to help managers and supervisors begin to put effective appraisals in place to manage the performance of their team

Who is it for?

This workshop will appeal to managers and supervisors – and Chairs of management committees who are responsible for line managing the senior person in the setting

Content

This session will cover:

- Performance management – what it is and why we do it
- Preparing for the appraisal
- Conducting an appraisal
- Target setting
- Giving feedback
- Identifying training needs

Format

This is a six-hour session which will involve lots of practical activities and tools that can be taken away and used in the setting. Participants will not have to undertake any role play!



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