

professional development portfolio

Being Appraised

For a busy professional, handling an appraisal is a key skill not only for a manager, but also for the member of staff that is being appraised.

The appraisal sits at the heart of any approach to performance management. The process of reviewing the previous year's performance and of agreeing expectations for the coming period is key to the professional relationships staff develop with their managers.

This course focuses on appraisals from the point of view of the appraisee and includes tips and techniques on how to get the best out of an appraisal.

Being Appraised enables the learner to:

- Understand what an appraisal is for and why it is important
- Prepare effectively to get the most out of an appraisal
- Plan for and contribute constructively to preliminary meetings and appraisal meetings
- Ensure that spoken and written comments are fair and effective
- Waste less time by understanding how to correctly complete any forms that are related to the appraisal process
- Handle any difficult situations that arise during appraisal meetings



Learning outcomes

Preparing for an appraisal

- What is an appraisal and what is it for?
- What principles should I follow?
- What is the procedure?
- What is the purpose of a preliminary meeting?
- What preparation do I need to do for the meeting?
- What preparation should I do for the meeting?
- How should I approach the meeting itself?

The appraisal meeting

- What will the meeting cover?
- How do I ensure the meeting is constructive?
- What else should I bear in mind?
- What happens after the meeting?

Handling difficult situations

- What do I do if I don't get on with my manager?
- How should I handle conflict?
- What if I have a difficult situation I need to bring up?

Target audience

This course is designed to appeal to staff in all functions at all levels who will be appraised.

Less experienced staff will find that the course will help them understand the process and get more out of the appraisal meeting.

More experienced or senior people will value the opportunity to spend time reviewing their attitude and approach to appraisals and learning new techniques.

Duration: 3 hours

Additional services

Tailoring: ensure this course is relevant and engaging by tailoring it to the needs of your professional community or company.

See also: *Conducting Performance Appraisals, Employment Law for Managers, Recruitment and Selection, Health and Safety, Equality and Diversity.*