

publishing portfolio

Conducting Performance Appraisals

Handling an appraisal is a key skill for any manager to acquire. In addition to learning how to handle an appraisal, it is also essential to be able to follow the correct appraisal procedure.

This course looks at appraisal procedure, how to follow it and how to prepare for, conduct and follow up an appraisal.

Conducting Performance Appraisals enables the learner to:

- Understand what an appraisal is for and why it is important
- Prepare effectively for an appraisal
- Plan and conduct constructive preliminary meetings and appraisal meetings
- Recognise what should and shouldn't be covered in an appraisal
- Ensure that their spoken and written comments are fair and effective
- Correctly complete any forms related to the appraisal process
- Learn techniques for handling any difficult situations that arise during appraisal meetings



An annual license to **Conducting Performance Appraisals** provides an entire management team with year round access to this unique learning resource.

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 get the member of staff to do for the meeting?
- How should I approach the meeting itself?

The appraisal meeting

- How should I structure the meeting?
- What do we need to cover at the meeting?
- How do I ensure the meeting is constructive?
- What else should I bear in mind?

Writing the appraisal document

- What do I do after the meeting?
- How do I fill in the form correctly?
- How can I ensure that my written comments are fair and effective?
- What should I do if a staff member disagrees with something I have written?

Handling difficult situations

- How do I appraise someone I don't get on with?
- How should I handle conflict?
- How should I go about giving very negative feedback?
- What else might be difficult?

Target audience

This course is designed to appeal to staff at all levels who have to conduct performance appraisals.

Those who are new to conducting appraisals will find that this course will help them understand the process and techniques required.

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

Additional services

Blended learning: ½ day workshops available.

Tailoring: include your examples and issues.

See also: *Coaching Skills, Leadership Skills, Managing from Within the Team, Recruitment and Selection, Employment Law for Publishers, Managing High Performing Teams.*