

Understanding Appraisal

A half day workshop programme for staff

Learning Objectives

At the end of the workshop you will:

- understand how to make appraisal interviews an opportunity for you and avoid it being a threat
- understand the principles of the Appraisal scheme
- know how to get the most from your performance appraisal/review meetings.

Programme

AM or PM sessions

0915 or 1315	Assemble over coffee
0930 or 1330	Introductions and course objectives
	What is appraisal? Developmental and evaluative approaches
	'The Appraisal from hell' exercise The benefits of appraisal
	Appraisal Scheme in context - quiz
	Target setting Development planning
	How can you make appraisal/review meetings effective for you?
1230 or 1630	Course review Course evaluation and close