

# Effective Performance Appraisals

**Our Effective Performance Appraisals course is the perfect short course for anyone who is tasked with carrying out performance reviews or appraisals in the workplace.**

The time, effort and skills required to create and conduct a well-planned and thought out performance appraisal can and is often overlooked in many instances. With this course you'll quickly learn how to create and carry out a successful and beneficial performance appraisal for employees, from preparation and conduction, right through to competently carrying out the correct procedures in the follow up process.

This course enables you to fit your studies around your current work and lifestyle commitments via an online learning platform. With this you will be able to learn at a time and place which suits you, with our friendly local course advisors on hand to offer guidance and support, if and when you require it.

## Designed for

This is a great course for a manager, team leader or anyone else that is in a position where they need to carry out performance reviews or appraisals.

## Objectives

The course will equip you with the right skills to organise and prepare performance appraisals, and also enable you to conduct a well-planned appraisal where you constructively evaluate and discuss the work of an employee. The course will also provide a great insight in to the follow up procedures after the appraisal, and how to effectively manage and oversee this part of the process.

## Course Content

**Lesson One:** You'll start by learning how to generally manage performance as an ongoing process, and how crucial this is to the success of the performance appraisal.

**Lesson Two:** You'll look at how to prepare and plan for a performance appraisal and you'll also gain insight in to how to set and review goals and standards that are required. With this you will also learn how to manage expectations.

**Lesson Three:** Throughout lesson 3 you'll learn how to conduct an appraisal. This will involve you gaining an insight in to the discussions which may take place, when to talk and when to listen, what questions to ask and how to ask them, how to give criticism in a constructive way and discuss and plan future development.

**Lesson Four:** Following up the appraisal is a very important stage in the process, and lesson four explores how to manage this part of the process. You'll learn how to produce written records for filing which recap on the performance appraisal and any expectations moving forward.

**Lesson Five:** A recap on the key points covered.

## Benefits

- Create a work environment conducive to successful appraisals
- Encourage maximum input from an employee during their appraisal
- Confidently and clearly communicate what is expected from an employee and how they have performed
- The opportunity to gain the widely recognised Pitman Training Certificate

**Course duration: 10 hours**



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Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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