

Appraisal Interview Skills

Duration: 3 hours

About the Course

Many managers are reluctant appraisers: it is often regarded as a chore, sometimes met with scepticism. Many aspects of regulation require active and consistent appraisal. Taken seriously, it benefits both the firm and the individual. But the “paperwork” is only the record of the appraisal interview, which remains the most important part of the process. A simple and understood structure, and the right skills to discuss performance in behavioural terms will facilitate that interview to make the process easier to conduct, less onerous and less time consuming - with a better outcome for both participants.

Course Objectives

By the end of the course, you will be equipped to conduct an effective appraisal through being able to:

- plan and prepare for a structured appraisal interview
- agree performance objectives
- review and diagnose performance Identify valid training and development needs
- construct action plans with realistic outcomes

Course Content

This course is highly interactive. The course shows delegates how to plan prepare and structure their appraisal interview and ultimately facilitate an appraisal interview that is open, constructive and effective.

Approach

The conduct of the training is experimental, balancing:

input sessions - to develop knowledge

short practical sessions - to apply knowledge, try skills and develop confidence

discussion of real life situations (past, current and future) - to validate new techniques