



General Physics (UK) Ltd
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Conducting Performance Reviews and Appraisals

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Conducting Performance Reviews and Appraisals

Duration

1 day

Overview

Conducting reviews and managing constructing feedback sessions requires the skillful use of communication and emotional intelligence, this one-day programme sheds light of the approaches which work.

Assessing the performance of our most expensive asset is the opportunity to capitalize on the commitment and motivation of employees; all too often however, this golden opportunity is lost through lack of training for managers to help them to make the most of these priceless one to one discussions.

Objectives

At the end of this event delegates will be able to:

- List the advantages of an effective performance review and appraisal system
- Set Objectives for the following year/quarter which satisfy the SMART rule
- Describe the structure to be used during an Appraisal Interview
- Give constructive, balanced feedback
- Conduct an Appraisal Interview on return to the office



Agenda

- Welcome and Logistics
- Introductions
- Benefits of appraisal systems
- The procedural aspects of the appraisal system
- Objective setting
- Competencies and evidence
- The mechanics of appraising
- The structure of appraisal interview
- Preparation
- Role-plays with CCTV
- Feedback
- Summary and Course Admin

Further Information

Knowledge Level

First Line and Middle Line Managers.