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Effective Performance Appraisals

A good manager needs to be 'in touch' with his or her staff. One way of doing this is to regularly run formal performance appraisals.

Well prepared and conducted appraisals not only improve the essential element of communication but should also act as a key factor in staff motivation.

This highly participative course is designed to help managers create and maintain a well-motivated team that, in turn, leads to a stable and productive working environment.

Course Content

Deciding on Objectives
What appraisals can achieve
Goals and standards
Attitude to performance appraisals
Characteristics of the effective appraiser
Preparing for the appraisal
The pitfalls to avoid
Beginning the appraisal discussion
Dealing with unsatisfactory performance
Getting the employee to talk freely
Questioning and listening
Ensuring motivation
Developing the Action plan - SMART
Closing the discussion
Review and follow-up
Exercises