

Course Title: Supervision & Appraisal

Duration: Full Day

Broad Aims: The aim of this course is to give the learner knowledge, skills and competency to undertake supervision and/or appraisal at work.

Overview:

This course provides attendees with a better understanding of the supervision and appraisal process. Training will cover different supervision and appraisal methods, approaches and outcomes, as well as ensuring that delegates know how best to deal with different situations which they may face.

This course would be best suited to those in a supervisory or managerial role.

Reference to QCF

Learning Outcomes: By the end of the day, learners will be able to:

- Discuss the term performance management and improvement
- Define the terms supervision and appraisal
- Cite the difference between supervision and appraisal
- List the benefits of supervision and appraisal in the workplace
- Discuss how to develop performance management and improvement skills
- Describe The supervision process
- Discuss the regulators recommendations on Supervision and Appraisal
- Discuss how to arrange the supervision meeting
- Explore Supervision contract/agreement examples
- Describe the content of a Supervision policy
- Discuss how to record a staff supervision meeting
- Carry out and discuss a Staff evaluation of supervision
- Describe and discuss an Appraisal record form