

# Value Adding Appraisals

1 or 1/2 day in-house programme

## Overview of course content

Is your experience of appraisals a box-ticking exercise and waste of time? As you have to do them, why not make the most of them? This workshop provides all of the building blocks to hold a successful appraisal meeting. It shares a powerful framework for giving feedback, as well as an effective model for setting personal development plans.

Participants will be able to:

- Run meaningful appraisal meetings with concrete results
- Demonstrate active listening and effective questioning techniques
- Give difficult feedback constructively
- Set personal development plans

“ ...great to see the appraisal as an essential management activity which must add value... ”

## A brief history...

*This course was developed in response to the complaint that we had heard repeatedly that appraisal meetings are a waste of time, focused as they often are on form filling.*

*The setting of objectives, developing staff and providing (and receiving) valuable feedback, are all essential management skills. The appraisal process and meeting is the perfect opportunity to do these things. This course, which can be tailored to include appropriate links to client specific processes and forms, focuses on the appraisal as an essential management activity which must add value.*

## Key benefits

Retain and motivate staff

Develop staff to fulfil their personal and organisational needs

Optimise team work

Improve working practices



## Duration and format

One day or half day in-house course which can be tailored to meet particular needs.

## Who is this course for?

Managers who are required to conduct staff appraisals and want to ensure that the appraisal adds value to the working relationship, motivation and long-term effectiveness of their team.

## How can I take this programme?

*In-house courses* - suitable for organisations that want to develop teams or groups of individuals from across the organisation. Programmes can be geared towards your organisation or industry sector with relevant activities, examples and case studies.

Discuss your needs with an account manager on 01753 866633 or email [inhouse@illumine.co.uk](mailto:inhouse@illumine.co.uk).