

HR Appraisals

and managing individual performance



Explore best practice for conducting appraisals with employees and develop skills to manage individual's performance so your team can thrive.

Establish how to set clear goals and targets and further understanding of the links between effective performance management and employee development.

This free one-day course is for team leaders, supervisors and managers and those in aspiring positions.

- Understand the elements of an appraisal and how to get the best from the process
- Develop skills in managing team performance
- Understand how to empower a team
- Learn how to deal with difficult issues like poor performance

Wednesday 15th January
9.30am-4.30pm | Falmouth
Refreshments and lunch
included

Email hello@ciosgrowthhub.com
to book your place

During this one-day course you will learn...

Morning:

- Appraisal perceptions
- Appraisal purpose
- Elements of an appraisal
- Step by step approach to preparing for appraisals
- Appraisal Preparation Cycle
- Exploring SMART Objectives
- The Line Manager's role within performance reviews

Afternoon:

- Step by step guide to conducting appraisals
- Skills required to conduct effective appraisals
- Providing feedback
- Manager's goal setting model
- Beyond the appraisal, what next?