



Eat the Elephant 'Helping people achieve the objective'

Essential Management Development skills

Appraisal - an opportunity to develop people results

Who is it for ?

Managers and team leaders who are responsible for delivering appraisals and interim reviews to individuals and teams so as to influence business performance progress through people.

What is it about and what will it do?

- Delegates will learn how to use appraisal skills in such a way as to maximise an appraisees performance potential and to gain lasting commitment to personal and business objectives.
- The understanding of setting key performance objectives and following best practice, utilising the organisations guidelines and system.

Typical Objectives

- To equip participants with the knowledge and skills to utilise the appraisal and interim review mechanisms to support the performance development of the individual, team and business
- The day will involve group work, and DVD learning. Delegates can be given the opportunity to take part in role plays to practice conducting an appraisal interview.

Indicative Outline Content

- **What are appraisals**
- **Preparing and carrying out appraisals – the structure, and why preparation is VITAL**
- **Conducting interim review / job chat**
- **appraisal documents**
- **Dealing with different types of appraisees**
- **Writing objectives**
- **Following up the appraisal system**

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