



A L C H E M Y

INTERPERSONAL SKILLS AT WORK

The Effective Appraiser

Overview	<p>If used well, the Performance Review Process can be one of the most powerful tools at a manager's disposal. So why then do so many people (appraisers and appraisees alike) call them 'the dreaded appraisal'?</p> <p>This workshop aims to build confidence and competence in the Performance Manager, looking at the skills and behaviours consistent with running effective appraisals.</p>
Aimed at	Anyone in line management who has responsibility for the performance management of others. The new appraiser is catered for equally as well as the more experienced one.
Benefits of Attending	<p>After attending the workshop, you will be able to:</p> <ul style="list-style-type: none">• Utilise the '3-Form Method' to ensure adult to adult interactions• Deliver a pre-meeting briefing on a 1:1 or in a group setting• Use assertiveness to maintain productivity and overcome difficult conversations• Set SMART objectives• Understand the role of competencies and how to review them
Topics Covered	<ul style="list-style-type: none">• Its more than just the skills• Formal vs. Informal reviews• Setting and reviewing objectives• Contrasting the What and the How• Delivering effective feedback• Handling difficult appraisal conversations
Duration	1 day
Group Size	Up to 12
Our Ref.	TEACoIC06
To Book	<p>Call us on: 01865 811148 e-mail us at: info@alchemytraininguk.com</p>