

Appraisals Workshop

Appraisals are not a legal requirement but satisfy quality standards such as IIP (Investors in people). They are a good way of improving performance and gaining an understanding of your employees. If you are part of the Health and Social Care Sector there is a requirement to perform appraisals under the Essential Standards of Quality and Safety Compliance Regulations

DEFINITION OF APPRAISAL

'A review of an employee's work performance based on a joint discussion between employee and manager, the purpose being to improve performance'.

This half day course covers the following:

- Introduction and definition of Appraisal including performance and management
- Sources of standards of performance
- Why Appraise, the benefits of appraisal and who can appraise
- Company timetable of appraisals, the structure of an appraisal and preparing for an appraisal
- The stages, skills and activities of an appraisal interview including listening skills/ not listening and why
- Questioning, types of questioning and range and variety of questions
- SMART – Specific, Measurable, Achievable, Relevant and Time oriented
- Feedback
- Objectives and Objective setting

Training Methods: Theory work, case studies and group discussion. Students will take away with them a comprehensive course hand out.

Assessment: is through a written test paper which is marked by the Tutor and then verified by an assessor, for Quality Assurance purposes. To gain a certificate a course mark in excess of 80% is required. On successful completion of the course, students will receive a certificate. Employers will receive all necessary paperwork to provide an auditable paper trail

