

MANAGEMENT APPRAISAL SKILLS



Course Objectives

- To recognise the contribution appraisals can make to the workplace
- To be able to describe the range of appraisal methods that can be used
- To make comparisons and decide between the use of open and closed appraisals
- To be able to apply self appraisal techniques
- To be able to carry out effective appraisal interviews
- To identify the major problems hindering effective performance appraisal

Location:

NLT Training or employers premises if suitable

Duration:

Duration
1 Day

Designed For

Managers and Supervisors involved in both the day to day and annual appraisal of performance and development needs and who need to be aware of individual development needs as applicable to departmental and company business and development needs.

Course Content

- The objectives of performance appraisal
- Prioritising appraisal objectives
- Roles in the appraisal
- Performance appraisal methods and techniques
- Appraisal rating systems
- Self appraisals
- Dealing with opposition to appraisals
- Conducting appraisal interviews
- Case Study and Role Plays

www.nlt-training.co.uk

T: 0845 40 80 378

E: sales@nlt-training.co.uk

