

An Overview Of Appraisals And Performance Management

Course length: 45 mins*

Course Code: 103080BT042

This is the first in a series of four short courses on the staff appraisal process. It gives an introduction to why and how appraisals are carried out.

Benefits for the Learner

This course is ideal if you are a newly promoted manager fresh to running appraisals, or a serving manager wanting to re-examine your approach to the appraisal process.

It gives an overview of the objectives and typical formats of staff appraisals – a discussion of achievements, expectations and shortfalls in employee performance. It explores strategies to ensure that the appraisal delivers an opportunity for both parties to openly discuss issues that are important to them.

Benefits for the Business

Staff appraisals are crucial to the overall morale of your staff and the success of your business. A well-conducted appraisal can leave a team highly motivated and raring to go. A badly run appraisal may mean an otherwise successful team has got up and gone.

This course gives a solid introduction to the appraisal process for managers. It illustrates how appraisals should be used to help staff realise their potential and to allow managers to monitor performance and recognise contribution.

What Does the Course Cover?

- The purpose of the appraisal process
- The structure of a typical appraisal scheme
- The benefits of an effective appraisal scheme
- The main elements of a typical appraisal discussion
- Dealing with staff attitudes
- Introducing an appraisal scheme

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

*Courses are accessible for six months from the date of purchase.