

Appraisal Skills Course Programme

Course Agenda and Timings

Pre-Course Information:

Aims and Objectives of the course

Course agenda

Course Programme

Time	Activity	Notes
09:00-10:00	Welcome and introductions	Introductions Agenda and expectations
10:00-11:15	Introduction to Performance Appraisals	Appraisal and revalidation Individual needs/organisational needs Communicating the appraisal system
11:15-12:30	Preparing to Appraise	The preparation process
12:30-13:30	Lunch	
13:30-15:00	How to Conduct an Appraisal Interview	The conditions necessary for a successful appraisal interview How to build rapport in an interview situation How to question an appraisee The rules of active listening How to give feedback and avoid bias
15:00-15:30	Dealing with Different Staff Reactions	Differing reaction types
15:30-16:00	Action Plans and Goals	Creating ownership of goals Ensuring commitment
16:00-16:30	Record of learning and action plan	Record and review your personal reflections, insights and learning points Design of action plan to help implement learning into practice