



Course Syllabus

Appraisal Skills Training

The aim of this programme is to enable you to better prepare for, and run, successful review meetings. This will also help to improve the outcomes and effectiveness of your appraisal process.

By the end of the session, candidates will be able to:

- Understand the benefits and purpose of appraisals for both appraiser and appraisee.
- Understand how to set clear objectives.
- Be able to prepare, structure and confidently conduct an appraisal interview.
- Assess performance based on behaviour observed and give effective feedback.
- Improve communication skills and remain fair and consistent with all staff.
- Show empathy and encourage and motivate staff to perform more effectively.
- Improve listening skills and effectively tackle performance problems.
- Practise questioning and interviewing techniques.
- Understand what a competency framework is and be able to define the scoring system.

This programme is aimed at:

- HR Managers
- Line Managers
- Senior Managers
- Team Leaders

A certificate of attendance will be issued to all candidates who successfully complete the course.

Next Step?

Contact our Learning & Development team at Aspen Wolf Ltd on 0191 581 1000 to discuss your specific training needs.