

Specialists in business training and coaching consultancy



Appraisal Skills Training

Just Suppose® offer on-going 1 day appraisal training workshops to many of our clients. We have found that as the appraisal time of year approaches, many team leaders and managers are often thrown into conducting appraisals without the support they may need.

Our appraisal training workshops tend to focus on the key skills and principles required, to conduct a successful appraisal with team members. Our workshops cover the following topics:

- ✓ The purpose of appraisals
- ✓ Principles of performance appraisals
- ✓ Supporting individuals around the appraisal process
- ✓ The importance of being objective and factual
- ✓ Preparing for appraisals checklist
- ✓ The structure of the appraisal
- ✓ Top tips for conducting the appraisal
- ✓ Giving constructive feedback
- ✓ Top tips for giving difficult feedback
- ✓ After the appraisal: on-going development and support
- ✓ The appraisal planning document

The workshop is very interactive and enables individuals to reflect upon the principles discussed and apply them to their own team.

The accompanying materials provides individuals with an easy to use appraisal pack which includes checklists and documents to enable managers and team leaders to effectively prepare for the appraisal process with their own team members.

Our appraisal training workshops can be tailored and made to align with your internal processes and can be expanded to include additional topics such as:

- ✓ Performance management
- ✓ Use of internal documents
- ✓ Coaching challenging conversations
- ✓ Role play scenarios

“What I found valuable was group work and hearing other opinions and experiences. Breaking down the structure of an appraisal. Tools to utilize when giving feedback”

“How to deal with challenging staff, who want to run before they can walk. Valuable as this is often the case when managing developing managers”