



# APPRAISAL SKILLS WORKSHOP

*Designed specifically for individuals responsible for conducting KSF development reviews and appraisals for staff*

## Workshop Overview

This one-day workshop aimed at individuals responsible for conducting KSF development reviews or appraisals who would benefit from a comprehensive and practical introduction or refresher. It will help individuals to develop the knowledge and skills to feel confident in conducting an effective KSF development review / appraisal meeting.

The workshop will help individuals to recognise the soft skills associated with being a great appraiser and also give lots of practical hand practice throughout the workshop.

## Workshop Prerequisites

Although there are no specific prerequisites to attend this workshop, to obtain maximum benefits from the day we recommend individuals have a basic understanding of the KSF.

## Workshop Programme

The workshop is structured into the following core sections:

| Workshop Section                                  | What will you learn?   |
|---|--|
| Development review / appraisal planning processes | What the key personal development review and personal development planning processes are.  |
| Language styles and interpersonal skills          | How to use different language styles and interpersonal skills to conduct an effective appraisal review.  |
| Preparing to conduct a development review         | A list of activities that you and your appraisee should undertake before the meeting, to ensure that the discussions are focused and valuable. |
| Managing the development review meeting           | How to have an open and developmental conversation, key skills for keeping the meeting on-track.   |
| Assessing performance and competence              | How to assess performance and competence including what is good evidence and how it can be collected.  |
| Objective setting                                 | How to use SMART objectives within the development review / appraisal process.   |
| Learning and Development cycle                    | How to focus the review on the future and continuing cycle of learning and development.  |

## Who will run the workshop?

The workshop will be facilitated by a trainer from our experienced people management team. Collectively we have over 30 years of experience of appraisal and the KSF in the NHS.

## What will the workshops cost?

We can run this workshop in-house for a fixed daily rate of £995+VAT (plus reasonable travel expenses) for up to 12 delegates per session. For additional details on running this workshop in-house please contact your regional Account Manager or email [info@think-associates.co.uk](mailto:info@think-associates.co.uk)