



APPRAISAL SKILLS WORKSHOP

Designed specifically for individuals responsible for conducting KSF development reviews / appraisals for staff

Workshop Overview

This one-day workshop aimed at individuals who are responsible for conducting KSF development reviews / appraisals who would benefit from a comprehensive and practical introduction or refresher on conducting appraisals. 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 good reviewer 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 Sections	What will you learn?
Development review / appraisal planning processes	<ul style="list-style-type: none">• What the key personal development review and personal development planning processes are.
Language styles and interpersonal skills	<ul style="list-style-type: none">• How to use different language styles and interpersonal skills to conduct an effective appraisal review.
Preparing to conduct a development review	<ul style="list-style-type: none">• How to prepare to conduct a personal development review.
Managing the development review meeting	<ul style="list-style-type: none">• How to manage the appraisal / review meeting.
Assessing performance and competence	<ul style="list-style-type: none">• How to assess performance and competence including what is good evidence and how it can be collected.
Objective setting	<ul style="list-style-type: none">• How to use SMART objectives within the development review / appraisal process.
Learning and Development cycle	<ul style="list-style-type: none">• 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 the our experienced people management team.

What will the workshops cost?

We can run this workshop in-house for a fixed daily rate of £950+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 e-KSF Account Manager or email info@think-associates.co.uk