

## Performance Management and Appraisal

Performance management is about getting the best out of people and helping them achieve their potential. Appraisal is a part of that process.

Done well, performance management and the linked appraisal meeting will motivate your staff; it should enhance communications and improve working relationships.

Successfully undertaken, it achieves a shared vision of the purpose and aims of a business and the part the individual plays in that vision.

It is a continuous process of personal assessment and development of people, closely allied to your business's key goals. But, more importantly, it is about developing each member of staff as an individual so that they can reach their potential.

This course shows you how to get it right for your staff, yourself and ultimately your organisation.

## Course Content

- The performance management cycle, and setting of standards
- Setting "SMART" objectives
- Identifying development needs and developing an ongoing Personal Development Plan
- Monitoring and collecting evidence, continuous feedback, no surprises
- Self assessment and developing ownership (the 70/30 rule)
- Undertaking the preparation before the appraisal
- The appraisal meeting
- Handling the unexpected
- Getting feedback from staff on how management perform

## Who is it for?

Managers with the responsibility for undertaking performance management reviews with staff.

## Duration

1 day

## Cost

£395 + VAT for a 1 day open course.

This course can also be held in-house at your premises or at one of our venues for £1,195 + trainer travel from our Sevenoaks office + VAT. If you choose to use one of our venues, room hire and catering will be charged at our specially negotiated rates. Unless stated otherwise, travel time is included in the price.