

MS03: The Appraisal Discussion

Conducting an appraisal discussion can be a daunting experience as most managers want to avoid doing anything that will upset or de-motivate their team members, but at the same time don't want to mislead them with an overly "rosy" view that ignores needed areas of improvement.

The solution is to approach appraisal discussions in an organised manner, with a firm grasp of the techniques and skills that are likely to make it a positive experience for both the appraiser and the appraisee.

This course will equip manager/appraisers with the knowledge necessary to enable them to practice these techniques and skills. It will also provide a clear structure for appraisal discussions and enable the learner to understand the key characteristics of each stage of the discussion.

Course Content

- The Structure of the Appraisal Discussion
- Agreeing Smarter Objectives
- Creating a Discussion – Asking Questions
- Closing the Appraisal Discussion
- Creating a Discussion – Listening
- After the Appraisal
- Starting the Appraisal Discussion
- Rating and Assessment
- Reviewing Objectives
- Getting into Feedback
- Giving Feedback

Course Duration

- 40 minutes

Available in:

- Audio
- Non-audio

Delivered via:


- Internet

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