

# Appraisals

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## Aims & Objectives

To enable delegates to prepare and plan for carrying out successful and constructive employee appraisals within their organisation

## Outcome

Delegates should be able to:

- Structure potential appraisals in order that both parties can gain maximum benefit from the exercise
- Work with employees/volunteers to set mutually agreeable targets that will benefit supervisor, organisation and individual.

## Course content

### **Key topics include:**

- Self appraisal
- Appraisal preparation
- Vital elements in communication.
- Praise & criticism
- Handling the sub standard performer
- Development of both the individual and the job role
- Motivation
- Two sides to every story