

Managing Performance and Appraisals

Skilled, confident people handling is a crucial skill for managers who want to make a difference. Supervision and effective delegation will both empower and develop staff. Competent and constructive appraisals and performance reviews encourage better performance, identify developmental needs and help to motivate and inspire individuals. This solution focused interactive workshop offers the opportunity for managers to reflect on their approach and enhance their skills for this essential and demanding management responsibility.

content

- Examining the meaning of good performance management
- Understanding motivation and influence in the workplace
- The power within acknowledgement and effective appraisal
- Supervising with skill and empowering staff
- The framework for effective delegation
- Setting objectives and clear expectations
- Developing open and honest two way communication
- Giving clear, specific motivational or developmental feedback
- Monitoring, evaluating and reviewing progress
- Coaching for development
- Understanding your role and responsibility as an appraiser

- Essential preparation for competent appraisal and performance review
- Structuring and managing the appraisal discussion
- The seven step approach to performance improvement discussions
- Staying objective in discussions; what to say and how to say it
- A model for clear, specific and motivational feedback
- Defining areas for development, setting objectives and following up

objectives

Appreciate how good performance management benefits individuals and the organisation

Understand employee attitudes to work and what motivates people

Know how to delegate and supervise effectively to empower staff

Enhance communication skills to give effective appraisals

Understand the structure of meaningful performance reviews

Know how to give effective motivational and developmental feedback

Understand how to define development areas and set objectives