

"Master-Classes" in Management Development**Personal Development Reviews – Effective Appraisals**

A One-Day Programme

Programme Objectives

The programme highlights for managers the:

- Importance of the appraisal process.
- Essentials for the one to one meetings.
- Relationship between improved performance, motivation and personal development of key competencies and an effective appraisal system carried out skilfully by managers.
- Dealing with "difficult" appraisees.

Who is this programme for?

The programme will assist managers in improving performance by use of the appraisal process/development review as a tool for the motivation of staff.

Programme Contents

- . The importance of the review process
- . What results should the Performance Review give
- . Preparing for the Performance Development Review
- . The appraisal documentation and its principles
- . Interview structure and techniques
- . Self-appraisal
- . How to Praise and Give Positive Criticism
- . Dealing with "non Performance"
- . Handling "difficult" appraisees
- . Assessing key areas of Competency
 - . Your company competency framework
 - . The link between rating and development follow-up
- . Appropriate methods of people development
- . Following up action and managing the personal development plan

