OBT

HOW TO CARRY OUT AN APPRAISAL INTERVIEW

Course Code(s)	*Course Date(s)*
API	30th May 2013

Main Aim and Key Benefits:	This valuable one day course will enable delegates to set effective objectives and define measurement criteria that are needed in order to review performance. They will also gain knowledge on the need for effective Training and Development plans as well as a recommended structure to follow when carrying out appraisals back in the workplace.
Course Content	• The Principals of Appraisal • Reviewing Performance • Looking Ahead • The Appraisal Process – a structured approach
Training Methods:	• Presentations • Group case studies • Group exercises • Group and individual questions
Who will benefit from attending:	Bursars, Assistant Bursars, Managers and Supervisors with the responsibility for carrying out Appraisal Interviews
Duration:	1 day
Certification:	By OBT and Progressive Training
Fee *(excl VAT)**:***	£167.50
Training Provider:	Progressive Training Ltd