

APPRAISAL SKILLS

<i>Course Code(s)</i>	<i>Course Date(s)</i>
	Available to book in-house

<i>Main Aim and Key Benefits:</i>	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.
<i>Course Content</i>	<ul style="list-style-type: none"> • The Principals of Appraisal • Reviewing Performance • Looking Ahead • The Appraisal Process – a structured approach
<i>Training Methods:</i>	<ul style="list-style-type: none"> • Presentations • Group case studies • Group exercises • Group and individual questions
<i>Who will benefit from attending:</i>	Bursars, Assistant Bursars, Managers and Supervisors with the responsibility for carrying out Appraisal Interviews
<i>Duration:</i>	1 day
<i>Certification:</i>	By OBT and Progressive Training
<i>Fee (excl VAT):</i>	£715 (for up to 12 delegates)
<i>Training Provider:</i>	Progressive Training Ltd