



Office & Training Solutions Ltd

9 Orchard Court, Leitrim Village, Co Leitrim

Tel: 086 3807802

(E) orla@ots.ie

Course Outline

How to conduct effective performance appraisals

Programme Aim:

Enable participants to understand individual team member's behaviour and introduce the structure and skills required to carry out formal and informal performance appraisal interviews

Programme Objectives

- *Introduce* the concept of performance management
- *Define* performance appraisal and *highlight* its purpose & benefits
- *Identify* individual team role types to assist in understanding individual team members behaviour according to Belbin
- *Identify* preferred leadership style and its impact on performance appraisal delivery
- *Plan* the essential preparation and determine the structure for an appraisal interview
- *Highlight* problems that may occur at appraisals and *propose* appropriate solutions
- *Explore* guidelines for receiving and giving effective feedback
- *Summarise* 10 tips for successful appraisals
- *Demonstrate* your understanding of all learning through a group discussion/practice session

Target Trainee Profile

Suitable for established and new supervisors/owner managers in all sectors

Training Approach

Tutor input
Group exercises and discussions
Performance appraisals practice sessions
Case studies

Training Duration

This course is delivered over 1 day with maximum participants of 15.

* *Belbin is a psychometric test developed following a study carried out by Meredith Belbin on the behaviour of managers*