

2012 Dates to
be announced in
the New Year



1 Day Performance Appraisal Skills Course at Milltech Training Centre, Toward Road, Sunderland

Overview

This one day course will enable participants to develop the skills needed to perform effective performance appraisals for the evaluation of staff performance and development needs. Covering essential appraisal skills, methods, and examples of best practice.

Who is it for?

This course is ideal for leaders, managers and supervisors who have a responsibility for conducting performance appraisals and managing the performance appraisal process for their team members.

Objectives

The course will:

- Provide participants with the knowledge, skills and confidence to be able to undertake effective performance appraisal discussions with their staff or team members.
- Enable participants to improve the performance of staff through the performance management process.

Programme Topics

- The Performance Management Process
- Preparation for the appraisal discussion
- Structure and style of effective performance appraisals
- Listening and questioning techniques
- Giving and receiving feedback
- Setting performance objectives
- Identifying learning and development needs of the employee

Outcome

Open College Network Level 2 Award.

Course fees ^(inc VAT)

£75

Prices include lunch and
refreshments

Maximum 12 delegates per
group

Course Tutor/Facilitator:

The course tutor/facilitator is Mark Clelland who is a Director with Cool Blue Training. He is an experienced and qualified trainer with professional qualifications, including a PGCE, NEBOSH and an MBA. He is currently working towards a Doctorate in Business Administration (DBA). Mark has many years of experience in senior management and business planning roles. Mark's delivery style is interactive and inclusive.

Telephone Beth on 0191 5100414, or email info@milltech-ltd.co.uk or go to our website www.milltechtraining.co.uk for details on how to book a place on the course.