

MANAGING PERFORMANCE- THE EMPOWERING APPRAISAL



Management & Leadership Course

LEARNING OUTCOMES

- Understand the purpose and benefits of a performance management system for employees, managers, and the organisation.
- Recognise the value of effectively and consistently managing performance and addressing issues promptly.
- Prepare evidence, documentation, and SMART objectives to support structured and productive appraisal discussions.
- Assess individual performance objectively and accurately using relevant guidance and performance data.
- Give constructive feedback and conduct appraisal conversations that motivate, engage, and develop employees.
- Plan and support the ongoing development of team members, linking appraisal outcomes to personal growth and organisational goals.

COURSE OVERVIEW

This course helps managers turn appraisals into a powerful tool for engagement and performance. Participants will learn to provide constructive feedback, support staff development through PDPs and training, and foster strong, empowering relationships with their team. By mastering effective communication and performance coaching, managers can inspire, motivate, and maximise the potential of both individuals and the team.

TOPICS COVERED IN THIS COURSE

Understanding the Purpose of Appraisal

Explore the benefits of appraisals for individuals, teams, and the organisation.

Managing Performance Proactively

Learn the consequences of neglecting poor performance and why initial performance issues should be addressed outside the appraisal.

Providing Constructive Feedback

Develop skills to give feedback that motivates improvement and supports employee growth.

Objective Setting and Responsibility

Understand your role in setting objectives from induction to appraisal and ensuring alignment with organisational goals.

Translating Department Goals to Individuals

Identify departmental priorities and cascade them effectively to team members through appraisal.

SMART Objectives

Learn how to write Specific, Measurable, Achievable, Relevant, and Time-bound objectives within the appraisal process.

Planning for Effective Appraisals

Prepare for appraisal discussions to ensure they are structured, meaningful, and productive.

Practical Appraisal Interviewing Skills

Apply techniques and practice appraisal conversations to build confidence and competence in real scenarios.