

**Duration:** 40 mins

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**More than 75% of businesses identify workforce skills as one of the three factors contributing most to their competitive advantage.**

Managers who implement and maintain an effective appraisal process are more likely to motivate and develop their staff, maximising workforce skills.

**Ongoing Appraisal** provides basic guidance on the full appraisal process and how to get the best out of it.

## Who is the course for?

**Ongoing Appraisal** is an introductory course suitable for people who are likely to become first-time managers, or are already in post but have had little or no formal training and limited work experience in appraising people.

The course is aimed at those with no previous knowledge of the topic and there are no formal entry requirements. It does not focus on any particular industry or sector, so it is relevant to a wide audience.

## What will you get from this course?

When you have completed this course you will be able to:

- recognise the importance of following up the appraisal discussion
- outline the elements of a formal performance review
- identify elements to consider when reviewing training and development needs.

## Course features

You can start this course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course uses audio and on-screen text summaries, presented in text format. It includes simple interactive exercises to guide you through the basics of the subject.

At the end of the course, there is a multiple choice test to check your knowledge and understanding, which you can take as many times as you like.

## Other courses you might be interested in

Absence Management  
Building the team  
Leadership

Supporting Individu  
Problem Solving Ski

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