

# Overview of Appraisals and Performance



**Duration:** 40 mins

**Course level:** Introductory

**Delivery method:** Online

## Introduction

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

Fair and objective appraisals are the best way to compare an employee's performance against his or her objectives. They are an essential part of running a successful business, yet conducting appraisals is a skill many managers and leaders lack.

**Overview of Appraisals and Performance** explains how to conduct appraisals in order to help staff achieve their goals.

## Who is the course for?

**Overview of Appraisals and Performance** is a basic introduction, ideal for anybody who manages people, but has no previous knowledge of the topic and limited work experience.

There are no formal entry requirements and it does not focus on any particular industry or sector, making it relevant to the widest possible audience.

## What will you get from this course?

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

- understand why appraisals are undertaken, and their importance in performance management
- explain how appraisal schemes are structured, introduced and implemented
- identify staff attitudes to appraisal, and how these can be dealt with constructively.

## Course features

You can start this online 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 consists of a series of information screens and simple exercises such as multiple choice and true or false questions, to test your understanding.

A Resources section contains useful checklists, fact sheets and a search function to help you find what you are looking for.

## Other courses you might be interested in

**Absence Management  
Giving and Receiving Feedback**

**Leadership**

**Course code:** 103080BT042

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