

# Preparing for the Appraisal Discussion

**Duration:** 40 mins

**Course level:** Introductory

**Delivery method:** Online

## Introduction

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

Helping individuals to perform well at work is a key task for any successful company, yet conducting appraisals is a skill many managers and leaders lack.

**Preparing for the Appraisal Discussion** explains the importance of adequate preparation, so that both the appraiser and appraisee are fully involved in setting objectives and assessing performance.

Managers who understand the appraisal process are better placed to motivate and develop their staff. They can help them to work more efficiently and improve the success of the business.

## Who is the course for?

**Preparing for the Appraisal Discussion** 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:

- explain the importance of preparing for an appraisal
- list the criteria that performance objectives must meet
- describe how to discuss and agree on performance objectives.

## Course features

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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.

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

Resolving Conflict  
Giving and Receiving Feedback  
Leadership

**Course code:** 103080BT043

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