

**Duration:** 40 mins

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**Managers who do not understand how to conduct an effective appraisal discussion are unlikely to motivate and develop their people, a situation that could have serious implications for their business.**

Discussing progress and development is central to the appraisal process, yet conducting an effective appraisal discussion is a skill many managers and leaders lack.

**The Appraisal Discussion** provides guidance on how to conduct an effective appraisal discussion.

## Who is the course for?

**The Appraisal Discussion** is most suitable for people who are likely to become first-time managers, or are already in the post but have had little or no formal training and limited work experience.

The easy to follow, step-by-step format of this course makes it ideal for anyone new to the world of appraisals and performance management.

This course is appropriate to any business sector, there are no formal entry requirements and employees do not require any prior experience.

## What will you get from this course?

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

- structure an appraisal discussion
- take notes and deal with difficult topics
- identify the behaviours, type of questions, language and interactions required to conduct a professional and effective appraisal.

## 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 way the course is structured means you are in control at all times, so you can work through the course and focus on the parts that apply to you. It includes simple exercises which ask you to recall information you have learned to check your progress, and gives you immediate feedback.

At points throughout the course you will be tested using multiple choice questions, although you do not need to get a minimum score to progress through the course.

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  
Building the Team  
Leadership

**Course code:** 103080BT044

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