

Appraisal /Performance Review Interviewing

Duration: 1 Day

Venue: Cardiff

Book Today **Increase Staff Retention and Moral**

Overview

This practical workshop will prepare you for conducting performance interviews with your staff. You will take an in depth look at how and why appraisals take place, how to prepare for an interview and the questioning techniques available to you. You will gain advice on how to make the most of an interview and have the opportunity to practise the skills and techniques required to run an effective appraisal process.

Who should attend

This course has been created for anyone responsible for an organisation's recruitment and appraisal process. It's perfect for those delivering their first appraisal interview or any organisation that would like to become better at recognising and rewarding best practise which can lead to improved staff motivation and performance.

What's Next

Writing Effective Job Description
Assertiveness in the Workplace

Content

- Understanding the need and uses of staff appraisal
- Understand the principles of successful interviewing
- The skills for conducting successful staff appraisal interviews
- Essential preparation for the interview
- Reviewing job descriptions / person specifications
- Techniques for feeding back to staff
- Questioning techniques
- Setting SMART and SMARTER objectives

Book Now

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