



Tooth Fairies

Appraisal Training

Course Aim

Performance Reviews are an important part of running an effective business and have a number of benefits. For example, they establish individual training needs, enable individuals to develop, motivate and engage employees and empower relationships between managers and employees.

This course is aimed at managers with the responsibility for managing an individual or team and who need to carry out annual performance reviews.

This session has been developed to provide learners with an understanding of why performance reviews are important and how to manage effective performance review meetings. On completion, learners will be able to deliver effective performance feedback and set clear and effective development goals.

Areas covered include:

- Introduction to Performance Reviews
- Clear Expectations and Goal Setting
- Planning and Preparation
- The Effective Performance Review

Objectives

On completion, learners will be able to deliver effective performance feedback and set clear and effective development goals.

Course structure

This course provides **3** hours of verifiable CPD. The course will comprise of group and individual work supported by our tutors

Certificates will be issued on successful completion