

# Effective Appraisals & Objective Setting



## Workshop Content:

This one day Effective Appraisals & Objective Setting skills workshop will review the following:

- The importance of appraisals
- The benefits for the Company and Employees
- Appraisal preparation
- Structuring the appraisal discussion
- Giving effective feedback
- Tips for receiving feedback
- The key skills used during the appraisal process
- SMART objective setting
- Measuring success
- Dealing with difficult appraisees
- Closing the appraisal and action planning

The workshop is designed for active participation with breakout exercises and role play scenarios. All attendees are encouraged to fully participate and contribute to the activities undertaken.

**Duration: One Day**

## Introduction:

*Achieving and maintaining high performance from individuals is a KEY challenge for managers. The performance appraisal is one of the most important ways an organisation can ensure the continued best performance practices of its people and promote their future development. It is a process that requires careful planning and preparation, and effective execution. Effective appraisals will help you to motivate and get the best out of your people - and deliver focused business results.*

The Effective Appraisals & Objective Setting workshop focuses on the appraisal process and will enhance your skills in preparing for, conducting and reviewing appraisal meetings.

## Course Aim:

You will gain the knowledge and skills to plan and conduct effective performance appraisals; setting 'SMART' objectives for your people. You will learn how to give effective feedback, receive feedback, and the actions to take following the appraisal meetings. You will also learn how to deal with difficult appraisees.

## Training Suitable For:

All Supervisors / Team Leaders / Managers with responsibility for managing the performance of others. The course is also suitable for HR personnel who are involved in the performance management function and providing guidance and coaching to others.

## Learning Objectives:

- To understand the importance of effective appraisals
- How to prepare and conduct effective performance appraisals
- To understand the characteristics of 'SMART' objectives and how to set effective objectives
- To feel confident in delivering structured constructive feedback
- To identify different questioning techniques
- How to deal with difficult appraisees

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