

PERFORMING GOOD PERFORMANCE APPRAISALS

This course programme is highly essential for all appraisers and appraisees to develop their skills and recognise their responsibility to properly conduct and attend performance appraisals. It has been designed to take the participants into the appraisal process in a structured manner.

It also gives them the opportunity to gain and practise several interpersonal skills that are essential in performing good appraisal. These include, active listening and question techniques, as well as goal setting and giving feedback.

Content:

- Performance appraisal
- Active listening
- Question techniques
- Setting clear objectives
- Providing corrective and appreciative feedback

Target group:

Office managers

We design our courses according to your needs!

We always listen carefully to our clients' needs and wishes and our courses can be delivered worldwide.

Call us - let's discuss and identify the best easy solutions!