

Appraisal Skills - Getting the best from the Appraisal

Date: 15 May 2012
Time: 9am - 5pm
Venue: GTA University Centre
Fee: £195
Tutor: Chris Phillips

This one-day workshop will provide attendees with the skills needed to get the best from appraisals.

Whatever the specifics of an organisation's performance management process, it is essential that managers and team leaders are able to appraise staff effectively, give feedback on progress, and build on success.

This workshop offers a framework to meet these needs. For those who are looking to develop an appraisal process or update a process already in place, the day will include

By the end of the workshop participants will:

- Understand how to manage performance through appraisal
- Understand the essentials of a successful appraisal process
- Be able to conduct a successful appraisal meeting
- Be able to give ongoing feedback to their team members on progress
- Be able to deal with 'below expectations' and 'above expectations' performance
- Be able to follow through recommendations made at appraisal meetings
- Have developed an Action Plan to apply in their own business.

Chris Phillips has over 25 years experience in Management Development. He has a passionate belief that people are the key to success in any organisation.

Manager of Business Training with an international telecommunications group immediately after privatisation, Chris helped develop a training strategy for the newly privatised company both in the UK and overseas.

Chris is a Fellow of the Institute of Leadership and Management. He is a Chartered Member of the Chartered Institute of Personnel and Development, a Companion Member of the Institute of Customer Service and a Member of the Chartered Institute of Logistics and Transport.

For further information please contact us or visit our website

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Richmond House, Ann's Place, St. Peter Port GY1 2NU
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BOOKING FORM



Appraisal Skills

9.00am - 5.00pm ♦ 15 May 2012 ♦ £195

Delegate Name: Mr/Mrs/Miss/Ms	
Organisation:	
Contact address in full:	
Invoice details if different than above:	
Email:	Postcode:
Tel:	Fax:
HR contact details:	
Objectives for the course In association with your line manager, please identify 3 key objectives you have in attending the course. These objectives should cover knowledge, skills and attitudes. 1. 2. 3.	
I have read the terms and conditions below and enclose a cheque for £..... made payable to the GTA University Centre. <i>Please quote the course name and date in all correspondence.</i> Signed: _____ Date: _____	
I would like to receive further information on GTA courses.	BL/101/8090
TO REGISTER: Please complete this registration form and return it with your payment, to the address below, quoting the course name and date in all correspondence. You will receive a letter of confirmation in advance of the course, if you do not receive one, please let us know. CANCELLATIONS: All cancellations must be made in writing. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the commencement of the course. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to commencement. A substitute delegate can be named at any time. SPECIAL ARRANGEMENTS: If you have a disability and require special arrangements, please inform the GTA at the time of registration.	



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