



Newbury College

Appraisals and 1:1 meetings

The workshop is designed to enhance your skills in conducting productive appraisals and 1:1 meetings and to provide an overview of best practice. It will show you how to plan, lead and follow-up these discussions and help you raise the performance of individuals and teams.

By applying communication, assessment and planning techniques, you will be able to discuss individual performance constructively, deal with disagreement and use the process to define, agree and monitor targets to delivery improved business results.

Course duration

Typically 1 day

Pre-requisites

None

Who should attend?

Those who meet with staff to review performance and progress

Course style

Highly participative using small group discussions, exercises and case studies

Course Content

- the benefits of regular 1:1 meetings
- the meeting process – planning, conducting, following up
- appraisals and performance reviews
- rapport-building questioning and listening skills
- delivering effective and constructive feedback while maintaining motivation
- give praise comfortably and appropriately
- tackling common performance problems
- creating personal development plans

Objectives

As a result of attending this workshop, you will be able to:

- describe the purpose of appraisals and their critical success factors
- identify the potential barriers to effective appraisals and know how to overcome them
- demonstrate effective questioning, listening and summarising techniques
- give praise and constructive feedback to motivate people to improve their performance
- agree SMART objectives and targets and create motivational development plans

To book your place please contact the Business Development team

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This workshop can be tailored to meet your organisation's requirements.