

PLANNING AND CONDUCTING APPRAISALS

This is an essential workshop if you manage people and want to obtain positive outcomes and changes in behaviour from an appraisal process. We will guide you through the principles of an appraisal and how to design and conduct appraisals. You will learn a number of techniques and approaches to help ensure that the appraisals you conduct are structured, productive and positive meetings. The workshop is suitable for people who are currently involved in conducting appraisals or intend to do so.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.



What will I learn on this course?

This workshop will cover:

- > The general principles
- > Making a success of appraisals
- > Designing the appraisal system
- > Overcoming problems with performance appraisals
- > Conducting the appraisal

What are the specific details?

Price	£85.00
Duration	3 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY