



GETTING THE BEST OUT OF APPRAISALS

Often seen as an inconvenient obligation, the appraisal interview, if conducted properly, is in reality one of the manager's key levers for performance and motivation. In less than two hours, a manager who is well trained in conducting these interviews can help his or her colleagues draw on their strengths to renew commitment, set themselves ambitious objectives and anticipate their development in the company. On a companywide scale, having a majority of managers who conduct the appraisal interview well represents a considerable difference in terms of performance: teams are more motivated, with clear objectives and a monitoring system to ensure that these objectives are achieved. Designed based on a straightforward operational method, this course reveals the secrets of annual appraisal interviews and helps you get the most out of them.

This programme is designed for:

- anyone who has to attend an annual appraisal

At the end of this course you should be able to:

- identify what to talk about and what not to talk about during an appraisal
- prepare for the interview
- take feedback on board without feeling you're being judged, by developing your active listening skills
- express yourself persuasively and assertively
- identify your motivations and present requests positively, constructively, and as win-win scenarios

The communication certificate shows you have acquired the skills covered in the course.



Benefits of the programme:

- you'll develop a constructive relationship with your line manager
- you'll set goals for the coming year instead of having them set for you
- you'll develop your self-motivation and increase your sense of well-being at work

3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

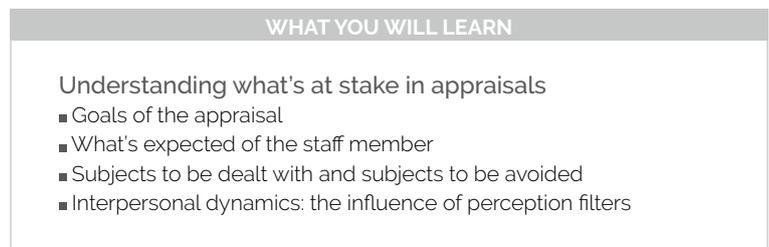
1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



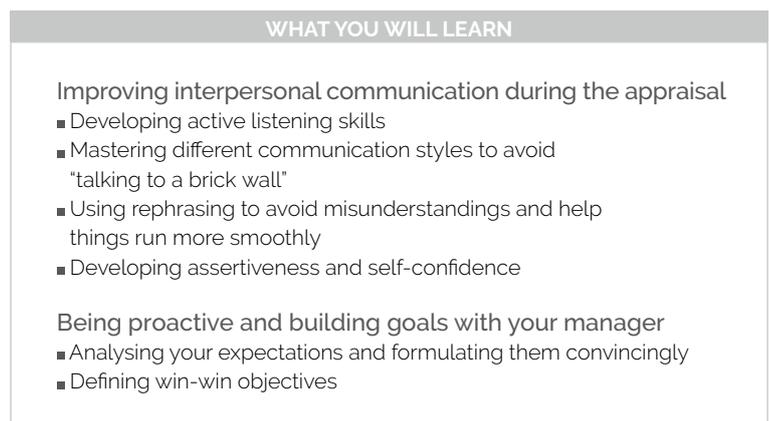
2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

