



SUCCESSFULLY CONDUCTING AN ANNUAL APPRAISAL INTERVIEW

In many companies, appraisal interviews have become unbeatable opportunities for assessing staff performance, identifying both strong points and areas for improvement, and setting objectives for the following year. For staff, this is a great opportunity to spend some time with their managers to talk about their work and express their expectations concerning their professional development. However, many people don't find these interviews enjoyable. They are scared of being judged or of having misunderstandings with their boss, and are worried that they won't be able to express their point of view and motivations. This course has been specially designed for staff. It will give you some indispensable hints for succeeding with your appraisal interviews. How should you prepare? How should you present your results? How should you take on board your manager's feedback? And how should you formulate your requests convincingly, positively and using a win-win approach for the company? This is what you will learn with this course which will put you in front of the goal posts just before your interview.

This programme is designed for:

- business unit managers
- line managers

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

- prepare the meeting
- analyse the year's performance with your team member
- help the person defining areas for improvement
- agree on goals that reflect the needs of the company and the person's motivations
- organise year-long support to help the person succeed
- use techniques for communication and mutual understanding: active listening, empathy, asking questions, rephrasing

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



Benefits of the programme:

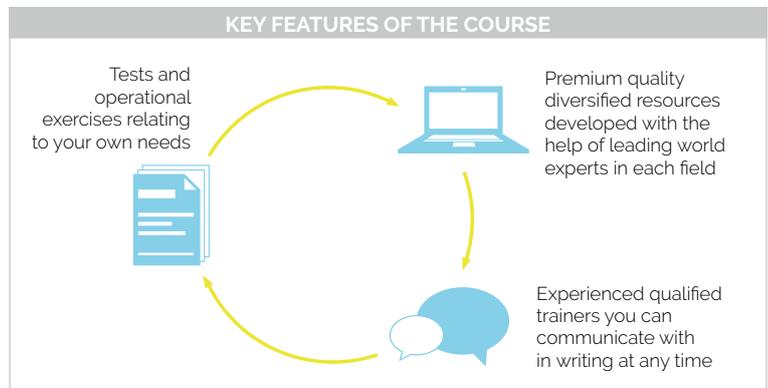
when your staff members are goal-motivated
you encourage skills development and talent retention
you make people's work more meaningful
you ensure lasting improvements in performance

3 MONTH TRAINING PATH (21 HOURS)

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

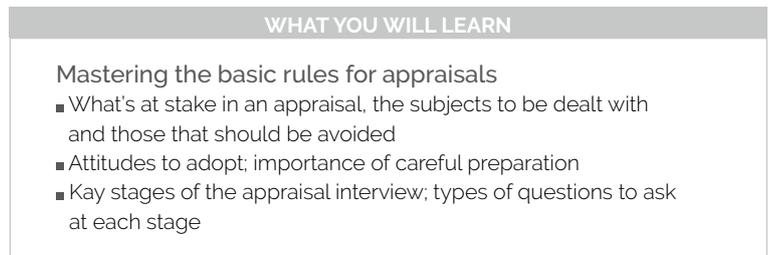
1 Preparing for the programme

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.



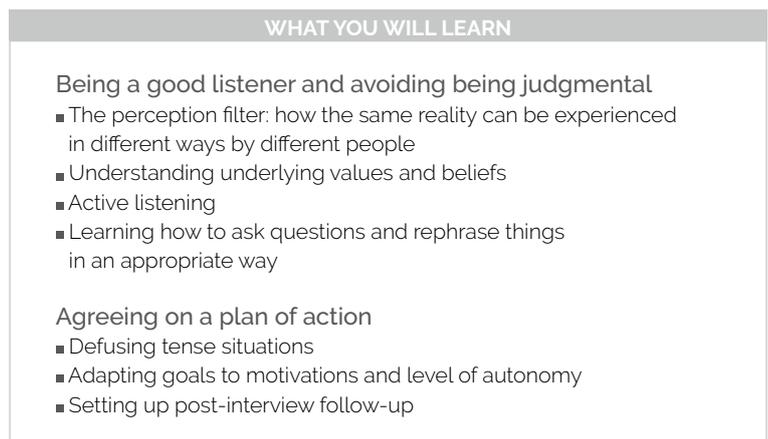
2 Mastering the fundamentals

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.

