



## Appraisal Training

### (1 Day)

This workshop is intended to give managers more confidence in managing the performance of their team/ employees and focusing performance on business objectives.

### Training Objectives

At the end of this workshop participants will:

- Understand Performance Appraisal and its purpose;
- Understand the key phases involved in appraisal;
- Know how to structure a performance appraisal meeting and will have received sample templates of appraisal forms;
- Have learned and practiced assertive communication skills needed to conduct effective appraisal discussions;
- Have learned useful techniques to engage employees in discussion and improve or sustain employee performance including giving positive and constructive feedback and setting goals;
- Have learned how to use the various tools available to them from the workplace.