

## Conducting Effective Appraisals

Event Overview	Learning Outcomes
<p>This one day event is designed to inform or re visit the appraisal process and to explore the issues surrounding it. Throughout the day we will look at how the process can be made more structured and much more useful.</p>	<p>At the end of this event you will:</p> <ol style="list-style-type: none"> <li>1. Understand what an appraisal is, and what it isn't.</li> <li>2. Understand why we carry out appraisals.</li> <li>3. Understand the key issues and concerns that many people have with appraisals and the appraisal process.</li> <li>4. Understand the basic appraisal framework.</li> <li>5. Be able to identify the tools which can help to make the process easier and more productive.</li> <li>6. Understand how to write more meaningful SMART objectives.</li> </ol>
Who should attend this event?	
<p>This event is designed primarily as a reminder for existing team leaders, supervisors and managers who have responsibility for carrying out appraisals. Although the event assumes a level of existing knowledge it contains sufficient detail that it could also, if required, be used for those team leaders, supervisors or managers who are embarking on the appraisal process for the first time.</p>	