

This certificate is presented to:

Sarah Green

Performance Appraisal for Managers and Reviewers

Course ID - Delivery ID: 58304 - 89826

Date Attended: 10/01/2024

Learning Aims

The aim of this session is to provide key information related to skills and behaviours required to conduct positive appraisals meetings and to manage performance effectively throughout the year.

Learning Outcomes

By the end of the awareness session, managers and reviewers will be able to demonstrate an understanding of the following processes and documentation associated with the appraisal process:

- purpose and aims of performance appraisal
- roles and responsibilities
- appraisal meeting stages
- effective skills and behavior for managing positive conversations
- how to provide effective feedback
- how to set SMART objectives and the importance of goal setting