

Summary of Performance Appraisal Course

Duration: 3 Hours

Course content:

The role of the manager in appraisal

Management styles

Skills, knowledge and personal attributes of an effective appraiser

Theory of motivation

Guidelines for motivating your team

Effective appraisals skills

Why appraise? – The benefits

Barriers to appraisal

Best practise in appraisals

Methods:

Group discussion

Role play

Feedback

Evaluation