

## Appraisal Interviewing 1

The course gives a **thorough grounding** into the **nature of competencies** and how to **assess** them. It is a pre-cursor to the Appraisal Interviewing 2 course, which covers best practice in undertaking the appraisal interview.

**The course makes use of discussion, exercise and role-play to get the message across.**

### *Objectives*

Get a thorough grounding into the **nature of competencies** and **how to assess** them.

### *Audience*

This course is designed for **Managers, Team Leaders** and any other staff required to **undertake appraisal interviewing**.

### *Duration*

This is **one day Appraisal Interviewing 1** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

### *Location*

Our **Appraisal Interviewing 1** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

## Appraisal Interviewing 1 Course Outline

Know what competencies are, and how to observe behaviour

Define the ratings system

Understand the pitfalls of assessing performance against a ratings system

Assess performance based on behaviours observed

Understand the competency framework

Understand, and be able to complete, appraisal documentation

