

## Appraisal Interviewing 2

Appraisal Interviewing 2 is a **follow-on-course** from Appraisal Interviewing 1.

This practical, interactive course equips line managers to undertake effective appraisal interviews, either the **12-week review**, or **any major appraisal** required to be carried out.

A feature of the course will be a **comprehensive role-play** so those delegates can practice the skills acquired in a safe environment.

### *Objectives*

By means of role-play, discussion, practical exercises and formal input, learn practical knowledge and skills in the appraisal process.

### *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 2** 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 2** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

## Appraisal Interviewing 2 Course Outline

Recall basic concepts and processes from

Appraisal Interviewing 1

Understand the purpose and benefits of appraisal

Effectively prepare for the appraisal interview

Know the do's and don'ts in undertaking an appraisal

Listen more effectively

Give feedback to individuals

Undertake an appraisal interview

Relate various training solutions in addition to training course



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