



Ref T&D15

Performance Management and Appraisal – Level 3

Course Duration:

2 days

Course Aim / General Introduction:

Staff development doesn't just happen. It takes a conscious and concerted effort on the part of the manager to support and encourage their employees' initiative. The performance appraisal is one of the most important ways an organisation can ensure the continued best performance practices of its employees and to promote their future development. Many managers have recognised that the skills and techniques needed for the successful appraisal can be used in their everyday operations and have become multi-skilled and better managers as a result. This course will enable delegates to understand the processes which will make them more effective and increase their confidence and sense of achievement; anyone who needs to master the principles and practices of an effective performance review.

Learning Outcomes:

- Carry out their roles and responsibilities in the Performance Management and Appraisal Process
- Relate the concept of Performance Management to their own organisation
- Implement continuous and objective management of the performance of staff reporting to them
- Identify development needs and translate them into action

Who will benefit from the course?

Senior/junior managers, supervisors, training/hr managers, directors, administrative and technical staff

Teaching and Learning / Assessment:

- Group / Individual activities
- Role play
- Group discussion
- Case study

Capacity:

12 people

Price:

- In-house session @ £590, plus VAT
- In-house session @ £125, plus VAT per additional delegate
- Grouped training @ £295 per person, plus VAT
- One to one session @ £300 per person, plus VAT

Qualification:

On successful completion of this course students will be awarded the OCN Level 2 award in Performance Management and Appraisals.

The award is issued through Life Environmental and The National Open College Network who are approved as an awarding body with the Qualifications and Curriculum Authority (QCA).



For further information, including course booking:

Telephone: 0113 2700775 / 07894 488628