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Working together to point you in the right direction

Staff Performance Assessment / Appraisal Skills Workshops

- 1. Does your company have a management and staff performance assessment/appraisal scheme?**
- 2. Have the members of your team who carry out the performance assessment/appraisals had formal training in carrying out appraisals?**
- 3. Are you, and your staff, totally satisfied that the outcome of the appraisals totally meets your objectives for the scheme?**

If the answer to all three of these questions is YES then you should be complimented on your forward thinking and no doubt your scheme is beneficial in developing both your staff and your company.

If, however, you cannot answer yes to all three questions, and in particular, the answer to question 3 is NO, research has shown that this is usually because the answer to question 2 is also NO.

So, if you have an appraisal scheme, but have not yet had the opportunity to give your appraisal team formal training in preparing for, and carrying out, appraisals, and would be interested in turning both of these negative answers into a positive YES, then **CMF** are able to offer you, and your team, training and development in the form of tailored '**Appraisal Skills Workshops**'.

These Workshops, which are very interactive and include realistic case studies, will be specifically tailored to meet the particular needs of your scheme, and will provide your team with the knowledge, skills, and confidence, to improve the performance of your management and staff by conducting meaningful and consistent appraisal reviews.

Key topics include:

Setting standards and objectives

Analysing the job

Preparing for the Performance Assessment / Appraisal Interview

Structuring the Performance Assessment / Appraisal Interview

Questioning techniques

Distinguishing between actual and perceived performance

Handling defensive behaviour

Personality types

Reactions to change

Career planning for successful performers

Counselling for poor performers without losing self esteem

Action planning – Gaining commitment

If you would like more details on how these workshops, can benefit your company in a most cost effective manner, simply contact us by telephone, fax, or email and we will follow up your enquiry immediately.

