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# Appraisal Interviewing Skills

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Course Title: [Appraisal Interviewing Skills](#)

Duration: [1-day](#)

Course reference code: [MT-5](#)

Target Audience: *People who have to:*

- [Manage and motivate staff,](#)
- [Change people's behaviour to enable positive outcomes,](#)
- [Create the environment to enable people to develop.](#)

## On-Site Costs:

- Up to 12 delegates may attend this course
- Conducted at a client's chosen location
- Comprehensive printed handouts for each delegate
- See our pricing structure for the total cost of this package

## Brief Description

The appraisal interview is recognised, in a number of companies, as the key event that can make a positive contribution to an employee's continued development and motivation. Handled well - the benefits of conducting appraisal interviews are enormous. Handled badly - the team members may leave the interview feeling let-down, de-motivated or just not valued. This training session examines the benefits of the appraisal to the individual, the line-manager and the organisation. It then goes on to show how to structure the interview, set realistic expectation levels, how to use effective questioning techniques, deal with 'difficult' appraisees, and establish meaningful and realistic goals.

## Course Overview

- Objectives
- Introduction and Setting the Scene
- Identify the factors that contribute to a successful appraisal interview
- Review a job description and person profile
- How to structure a one-hour interview
- Recognise the importance of effective questioning techniques
- How to manage and check responses
- Setting SMART goals
- Identify training and personal objectives
- How to interpret non-verbal communication (I.e. Body language)
- Mind Mapping as an effective planning and interviewing tool
- Use of video-capture and feedback to check on your personal progress
- Develop your CONFIDENCE in conducting appraisals

Delegates will be encouraged to participate fully in the various case studies, discussion sessions and practical exercises that are conducted during the course.