

CONDUCTING APPRAISALS



Introduction

This module introduces the key elements of conducting an appraisal. It focuses on the planning and preparations that are required before an appraisal takes place.

Course Overview

By taking this course you will gain skills and knowledge on how to conduct appraisals professionally and effectively.

At the end of the course, trainees will be able to:

- » Identify the action required to prepare for an appraisal, including selecting an appropriate and conducive environment.
- » Recognise the importance of making time for appraisals
- » Correctly conduct an appraisal, identifying strengths, potential areas for improvement and appropriate training and development opportunities.
- » Recognise the importance of setting goals, including seeking agreement.
- » Take appropriate action after an appraisal in line with your organisation's needs.

Course chapters

1. Preparing for an appraisal

In this section you will cover preparing the paperwork, selecting an appropriate environment and making time for appraisal.

2. During the appraisal

Recognise strengths and potential areas for improvement, identify development opportunities and setting goals.

3. After the appraisal

In this section you will cover completing the paperwork and making the training happen.

Who will it benefit?

This course will benefit individuals who carry out staff appraisals and are looking to build their confidence and effectiveness in this essential skill.

How it works?

Conducting appraisals is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes



Technical Information

Internet Access:
Users will need a computer or apple device with a web browser and an internet connection to access Safety Media e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbps

Software:

One of the following web-browsers:

- Google Chrome
- Safari (Versions as maintained and supported by the manufacturer)
- Internet Explorer (Versions as maintained and supported by the manufacturer)

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins

- Flash player: Version as recommended by Adobe

Settings

- Enable JavaScript
- Allow cookies

Hardware:

- Processor - 600MHz
- Minimum Hard Disk Space Required - 1GB
- RAM - OS Dependent

Audio

The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

For more information, please visit our website.

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