



## Appraisal and performance management.

### Who is this workshop for?

We have tailored this workshop for all GDPs, practice managers and staff with management responsibilities to ensure that they will manage staff effectively to ensure the best performance which will benefit the practice.

### What is the workshop about?

When employing staff it is essential to understand how you're going to monitor and manage their performance at work to ensure that we get the best from them. It is also important to be able to set clear objectives and plan for their development. The relationship between performance management and performance appraisal provides a flexible framework for any employer to be able to get things right.

The workshop uses a series of interactive exercises to help delegates to understand the relationship between performance management and performance appraisal. The exercises will also encourage practice owners to understand that the appraisal

#### What are the learning objectives?

By the end of the workshop delegates will be able to:

- Understand performance management and appraisal in context.
- Know the elements of a successful performance management process.
- Recognise the benefits to a manager and also to the employee.
- See the opportunities which can arise from conducting appraisals effectively.
- Understand how to set objectives for staff.

#### What should I expect to gain from the day?

- You will leave this course seeing performance appraisal as a positive aspect in managing staff rather than an annual chore.
- You will be equipped with the framework for managing your staff's performance
- Your confidence will be boosted when it comes to handling praise and delegation

### Workshop outline and key topics covered

The first session investigates what we mean by the term 'appraisal' and how we apply it within our practice. We discuss the elements which are required in an effective Performance Management process and determine the skills required.

Whilst we have looked at the benefits of appraisals we can consider what problems may arise with systems and also with the interpersonal side of implementing them effectively. We discover how we can prevent mistakes from happening. During the afternoon we examine the key factors in praising success and practice some performance management skills.

The final part of the day concentrates on reviewing performance & setting objectives. During the session we examine the job description and see how it can be interpreted as a guide for staff development. We will also consider other opportunities for the development of staff such as delegation and see how this can be incorporated into performance management meetings.

Registration will commence from 9.00am, the meeting will begin at 9.15am and will finish at approximately 4.15pm.