

## Module 3: Quality Appraisals

**Recommended for delivery at either mid or end of year depending on your organisation's performance cycle**

Planning for an annual appraisals can be a time consuming and difficult management activity; however, when done correctly can make all the difference to impact. A positive appraisal experience directly correlates with employee engagement and retention, unfortunately too many people experience a poorly planned or 'tick box' appraisal which can take performance in the other direction. Preparation and clarity of expectation is the key to running an effective appraisal, it is important to have high quality, specific examples of performance and behaviours and to be prepared to encourage discussion that is both positive and challenging whilst ensuring the individual feels valued and inspired to deliver more.

### **Outcomes:**

- Consider the purpose of appraisals and how to make them meaningful
- Understand how to effectively prepare for appraisal
- Consider how and why to drive ownership and accountability through the employee
- Know how to review SMART performance objectives objectively
- Recognise when and where to give feedback, be firm or use coaching skills
- Be clear on how to conclude positively and set up for future success
- Understand the organisation's competencies or rating system (if appropriate) and how to use these to evaluate performance
- Practice using the appraisal structure in a safe environment

### **Actus alignment**

- Review and complete objectives
- Capture evidence to support the appraisal
- Prepare and complete the relevant appraisal forms
- Understand how to manage and sign off ratings (if enabled)

