

## **Skill Builder Workshop: Delivering Effective Performance Appraisals**

**\$349**

Performance appraisal conversations don't need to be dreaded – they should be an opportunity to celebrate successes, have meaningful dialogue and agree on attainable goals. Writing and delivering effective performance appraisals takes skill and practice, and our summer skill builder is designed to give participants both! Join People First's HR experts for a small-group session where you'll be provided with training on:

- Types of appraisal systems, and understanding and explaining your ranking system.
- The value of self-appraisals; preparing the appraisal, and planning the appraisal meeting.
- Strategies for simple goal setting and development planning

This session will include large group learning and discussion, case studies to practice performance conversations, and a minimum of one hour of practice in preparing a review, with feedback from People First HR's consultants.

### **Who should attend this session?**

- People leaders working within organizations with a structured appraisal process in place, who want to increase their confidence in appraisal planning, preparation and delivery.
- People leaders within small organizations who have no appraisal process in place who want to begin doing appraisals and want simple take-away tools.

### **What tools will I take away?**

Participants will be provided with electronic and paper copies of:

- Simple performance appraisal forms
- Employee Self-Assessment questionnaire
- Development planning template

**Sessions are limited to 15 participants so register now!**

**PEOPLE FIRST**  
HR SERVICES

People First HR Services is a People Corporation company

All People First open enrolment workshops take place at 1403 Kenaston Boulevard in our state-of-the-art training room.

Parking is free for visitors at the front of the building.

Coffee and water will be provided.