

# Conducting Appraisals

**Effective appraisals to improve performance.**

**Successful schools have strong leaders and managers who drive improvement. Line managers and team leaders who use a robust appraisal process can effectively improve performance, motivation and behaviour of their staff.**

## Course Outline

It is critical that staff know what levels of performance and conduct are expected of them and that their manager monitors against those levels. Yet many organisations fail to address under-performance and inappropriate conduct while neglecting high performers.

This training session looks at how performance can be effectively managed with emphasis on the performance appraisal discussion.

## By the end of this session delegates will be able to:

- Understand the context of performance management
- Recognise the importance, benefits and cycle of performance appraisals in managing staff and school improvement
- Be equipped for appraisal reviews and setting SMART objectives.

**Please note, cancellations received within three working days of the course, or failure to cancel, will be subject to an administration charge of £50. Cancellations can be made by calling us on 01603 303355 via SLA Online, or by emailing [governorservices@educatorsolutions.org.uk](mailto:governorservices@educatorsolutions.org.uk)**

## Audience

All Staff

## Trainer

TBC

## Date

09/10/2018

## Time

09.30 am – 12.30 pm

***A free lunch is provided if you book training sessions in the morning and afternoon on the same day or attend an all-day session.***

## Venue

Norwich Professional Development Centre

## Cost

Free to subscribing schools  
£140 per delegate to non subscribing schools

## Course Ref

GOV-1018-T019



**For more information and to make a booking**  
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