

# Appraisal Skills



## INTRODUCTION

The Appraisal Skills program is an interactive course perfect for anyone who is required to learn more about the importance of an effective appraisal - both for the appraisee and the appraiser.

The course will equip you with effective appraisal skills to improve working relationships.

## Target Audience

This course is ideally suited for anyone working in business and those who would like to improve and test their communication skills.

## Course Objectives

By the end of the course you will be able to:

- Clearly understand what an appraisal should be
- Be clear on its meaning, objectives and benefits
- Know more about your individual strengths and limitations as an appraiser
- See the appraisal process from the appraisee's perspective
- Understand the skills required to be a good appraiser
- Go through an actual appraisal with much more confidence
- Have some ideas about what changes you can bring back to your organization

## Course Contents

- What is an Appraisal
  - Meaning
  - Objective and Benefits
- Strengths and Limitations
- The Appraiser's Role
- The Appraisee's Role
- Activity and Feedback