

Appraisal Training



Who should complete this training?

This training is designed for staff who have either supervisory or first line management responsibilities, or have responsibility for undertaking Appraisals.

Please note; if you are due to attend a Managing HR Issues course you do not currently need to complete this training.

What will I get from this training?

- Understand the importance of undertaking quality appraisals
- Identify the key components to an appraisal
- Identify the key interpersonal skills used in an appraisal
- Identify the importance of preparation for both reviewer and reviewee
- Know the importance of on-going reviews
- Be clear as to what your responsibilities as a reviewer are
- Be able to use the KSF's core dimensions and review the application skills and knowledge.
- Understand how the pay gateways link to the appraisal process

How to access

To access this training, log into your e-learning account and search for the below titles:

419 Appraisal Skills - Elearning
419 KSF Pay Gateways 12/13

Both packages must be completed in order to be able to carry out appraisals.

For e-learning log in details contact:

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