



Appraisal Conversations

Working together to be at our best to make a difference.

Introduction:

This interactive, virtual workshop that has been developed to build the confidence of managers to hold effective appraisal conversations with their team members

Learning outcomes:

- Explore why appraisals are important for everyone
- How to effectively lead an appraisal conversation being responsive to the needs of both the appraisee and the trust in an inclusive way
- How to handle potentially difficult conversations at an appraisal
- How to effectively plan an individual's development
- How to complete the appraisal form

Who should attend?

Managers with line management responsibilities, including those in development leadership positions conducting appraisals

What will you need?

- With support from your manager, 2 hours to participate in the online workshop
- Access to MS Teams
- To complete the 'Having Confident Appraisal Conversations' elearning via MyESR (takes around 30 mins) in advance of the workshop
- Access to materials from the Green Room in advance of the workshop
- A willingness to learn and share experiences with others
- Writing materials for activities and taking notes

Booking information:

Check dates and availability on ESR

Workshop lead:

Lisa Tyndall, L&OD Manager

