

Skilful Staff Appraisal

Duration: 1 Day

Time: 9.30 am to 4.30 pm

Venue: Orkney College

Dates: Date on Application

Cost: £87.00 (includes tea/coffee & Lunch)

Target audience:

Anyone required conduct staff appraisals as part of their work.

Course Aims and Objectives:

The course aims to help you to prepare for and participate in an appraisal discussion, making the most of the opportunities that such a discussion presents to you and your organisation. The following will be covered:

- What is appraisal
- The benefits of appraisal
- Making appraisal work
- Planning and preparation
- The appraisal discussion
- Structure
- Closing and follow up

To reserve a place on this course please complete and return the booking form and confirm payment method (cheques made payable to Orkney Islands Council).

ILA may be used for this course. Contact ILA Scotland for an application pack at

www.ilascotland.org

PLEASE REPORT TO RECEPTION ON ARRIVAL