

Appraisal Skills Seminar

Designed for: Those who wish to learn how to learn effective appraisal skills to improve working relationships

Prerequisites: None

Objectives & benefits: To review the performance of the employee in their current role and to establish performance standards for the next year.

Cost: 5500 (MUR)

Course Content:

What is an Appraisal?	The Appraiser's Role
The objectives and benefits of an Appraisal	The skills required
The Appraisee's Role	The preparation involved
What an Appraisee can expect	The Appraisal
How an Appraisee should prepare	Goal setting
	Giving and taking criticism
	The summary and follow up