



# HCT

Progressive, Innovative & Interactive Training



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## Programme Details

<b>Programme Title</b>	Performance and Appraisals
<b>Duration</b>	1 Day
<b>Accreditation</b>	Certificate of Attendance
<b>Number of Learners on programme</b>	16
<b>Specific Entry/Access and Exemptions Requirements:</b>	No Entry Requirements required for this programme
<b>Who should attend this course:</b>	People involved in the delivery of performance and appraisals

## Performance and Appraisals Training

**Programme Aim:** To provide learners with the opportunity to develop the knowledge, skills and competencies necessary to conduct effective performance appraisals and integrate those into an integral part of employee performance management.

### Participants of this programme will:

- Identify the main obstacles to effective performance appraisal.
- Understand the nature of the performance appraisal process
- Understand a range of techniques that can be applied in performance appraisal
- Use these techniques to build an effective performance appraisal system
- Explain the benefits of having an effective performance appraisal system

### Programme Content

- Overview of the appraisal process
- The benefits of appraisal
- The Managers and employees roles in performance appraisal
- Managing the appraisal process
- The appraisal discussion, dealing with disagreement, giving and receiving criticism
- Giving feedback, directive and non directive coaching
- Common problems associated with appraisal and how to deal with them

<b>Delivery Method</b>	Buzz Groups, Experiential Learning, Self Directed Learning, Learner Centred
<b>Certification Required</b>	Learners will be required to demonstrate their understanding of the content of the programme through a range of tasks including role play, exams and practical assessments
<b>Certification</b>	On Completion participants will receive a Certificate of Attendance
<b>Progression Route</b>	FETAC Level 6 Supervisory Management
<b>Specific Support Available</b>	A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.
<b>Trainers</b>	Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which is energetically delivered to learners.
<b>Required fluency in generic skills</b>	Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning. Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting.

# Performance and Appraisal Certificate of Attendance