

# Conducting Appraisals – To impact positively on you and your organisation

## How to use the appraisal review process to manage and improve performance and behaviour.

Do you have leadership or management responsibilities in your school setting? If so this course is for you. Successful schools have strong leaders and managers who drive improvement in your school. What are the skills you need to be equipped to do this?

### Course Outline

It is critical that staff know what levels of performance and conduct are expected of them and that their manager monitors against those levels. Yet many organisations fail to address under-performance and inappropriate conduct while neglecting high performers.

This session looks at how performance can be effectively managed with emphasis on the performance appraisal discussion.

By the end of this session delegates will be able to:

- Understand the context of performance management
- Recognise the importance, benefits and cycle of performance appraisals in managing staff and school improvement
- Be equipped for appraisal reviews and setting SMART objectives.