

## APPRAISAL TRAINING

**Date: Wednesday 29<sup>th</sup> June 2022**

**Time: 9.30am – 12.00pm**

**Venue: Newby & Scalby Primary School, Scarborough**

**Cost: £65 (Non-members £85)**

**Suitable for people who are new to the role of appraiser or wish to refresh their current practice**

### AIM:

Develop the knowledge and confidence to prepare and deliver effective appraisals in line with policy. Engage staff so they are prepared to discuss their progress, and understand the criteria for assessing performance and how they contribute to the aims of the organisation.

- Linking individual performance to the strategic aims of the organisation
- Fair and transparent approach to pay decisions
- Engaging and motivating staff, through effective feedback and understanding of how they make a difference
- Preparing for the appraisal meeting
- Understand the principles of appraisal and making recommendations for pay increments
- Deliver a transparent and fair process with no surprises

This CPD programme has been developed by North Yorkshire County Council and will be delivered by Susan McGinn Senior HR Officer.



If you wish to book a place then please contact Natalie Moore

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ENGAGEMENT

MOTIVATION

THINKING