

## The Review Meeting

3

### Learning outcomes:

Review the key components and order for an appraisal review.  
Define how to deal with difficult and sensitive issues.

### What you will need:

Handout 3 - Structure of a review meeting  
Handout 4 - Dealing with difficult issues

### Content and suggested timings:

Structure of meeting and timescales	20 minutes
Dealing with difficult issues	40 minutes
Competencies and ratings – not sitting on the fence	20 minutes

**Total duration: 80 minutes**

## Structure of the meeting and timescales

The structure of the meeting may vary as it is often driven by the documentation used within the review. This may well be a time to introduce the documentation and any guidance surrounding the use and implementation within your organisation.

Alternatively, a generic structure outlined below covers the key components and order for an appraisal review – issue **Handout 3** following discussion:

### Introduction

- ▶ General greetings, put the appraisee at ease
- ▶ Explain the purpose and structure of the meeting
- ▶ Explain the topics for discussion (and if necessary what will not be discussed)

### General discussion of the job and the individual

- ▶ Discuss the job in terms of tasks, responsibilities, workload and demands
- ▶ Link this discussion to the job description (if you have a job description)
- ▶ Encourage the individual to discuss his/her strengths and their development needs with you



- ▶ Discuss the employee's general job satisfaction, ambition and future aspirations etc.

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