

Skills for Successful Appraisals

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Learning outcomes:

- Practice the key skills required for a successful appraisal.
- Discover the need for evidence-based feedback.

What you will need:

- Sticky notes (you will need to source these)
- 2 pictures of your choosing
- 4 percussion instruments
- Handout 11 – Types of questions
- Handout 12 – Why don't we listen
- Handout 13–Team member brief (both teams)
- Handout 14 – Team 1 - leader brief
- Handout 15 – Team 2 - leader brief

Content and suggested timings:

Effective questioning	20 minutes
Active listening	20 minutes
Evidence based assessment and feedback	30 minutes
Total duration:	70 minutes

Introduction

Start with a brainstorming activity on the skills required to conduct an effective appraisal.

Ask someone to come and write up the delegates' thoughts on a flipchart. These will hopefully include:

- ▶ Effective questioning
- ▶ Active listening
- ▶ Objectively assessing performance
- ▶ Giving feedback

Explain these will be covered in the next 70 minutes – starting with effective questioning.

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