



Performance Appraisal Workshop for Reviewers

Overview

An overview of how to successfully carry out annual performance appraisals, fairly, consistently and in accordance with legislation.

Business need

All employees are subject to annual performance appraisals with objectives / performance that contributes to the school/academy development plan

Performance appraisals are designed to support staff development and allow a process to establish if staff are fulfilling their responsibilities.

Benefits of attending

At the end of the workshop, reviewers will: -

- Be clear on expectations of the Appraiser and Appraisee
- Understand the setting of Objectives
- Understand their involvement in the ongoing process throughout the cycle
- Understand the role of the Headteacher and Pay Committee

Suitable For

Employees who are reviewers who may be new to the role or require a refresher.

Programme

- The performance review cycle (Teaching and Support staff)
- Reviewing the previous cycle
- How to set effective performance objectives for the new cycle
- Good practice for reviewers when preparing for/holding the appraisal meeting
- Understand the appeals process

Why KAPE HR?

KAPE offers comprehensive, authoritative and affordable training you can trust.

We are at the forefront of developing and improving Employment Relations, people management and HR practice in Schools and small businesses.

Our training sessions are designed to enable discussion and interaction and our comprehensive range of advice and support ensure you get additional back-up for your School / organisation when you need it.

We can come to you! Please contact Karen Barker E: karen.barker@kapehr.co.uk to arrange a mutually convenient time for the session

Courses are limited to 20 delegates