

### MAKING THE MOST OF APPRAISAL

#### Introduction

This Masterclass is designed for all those who are appraised, as well as those who undertake appraisal. It aims to support those taking part in appraisal to see this as a useful, relevant and meaningful process which encourages personal development and is a fundamental element of achieving individual and team workplace goals.

The session starts with a simple review of how individuals can start their engagement with the appraisal process by preparing for the appraisal meeting thoroughly and using it to stimulate managed reflection on the previous year's performance.

We then examine the appraisal meeting and consider techniques for developing and maintaining a relevant dialogue which allows important issues to be raised and discussed by both parties. The Masterclass then covers a variety of ways of recording appraisal discussions with an emphasis on covering procedural requirements but also producing a record which is useful in the longer term for both parties to anchor plans to drive change and development.

The Masterclass concludes with an exploration of ways to ensure forward plans discussed at appraisal are put into practice with a shared responsibility between appraiser and appraisee.

#### Aims

- To examine techniques for preparing for appraisal that encourage the appraisee to fully engage with their role in the process
- To consider ways to promote structured reflection on previous performance and where necessary to evidence achievements
- To identify characteristics of a successful appraisal meeting and consider the part played by both parties in achieving this
- To examine techniques for recording appraisal discussion that provide a useful, accurate and relevant account for all parties
- To explore how the relevance and currency of an plans made at an appraisal meeting can be maintained.

The workshop will be delivered by Bibby Rumbelow Ltd, a consultancy and training company which specialises in work-based learning and employer engagement. Bibby Rumbelow Masterclasses are well established and have an excellent reputation in universities throughout the UK. Full of practical tips, hints and opportunities to practise new skills and share experience, the Masterclasses are suitable for those new to universities as well as the experienced practitioner who is looking to review and improve current approaches.

For further information about the content of the workshops please call or email [enquiries@bibbyrumbelow.com](mailto:enquiries@bibbyrumbelow.com) or call 01858 880 801