

SENIOR STAFF APPRAISAL

Introduction

This Masterclass is designed for all those at senior level who are appraised, as well as those who undertake appraisal. It aims to help those taking part in appraisal to see this as a relevant and meaningful process that is creative, rejuvenating and instructive, while also leading to focused and appropriate personal development. The session will also look at appraising staff through different scenarios including where they might have worked with the same line manager and in the same role for several years.

The session starts with a review of the difficulties of appraising senior colleagues and looking at what the expectation of the outcomes are for appraiser, appraisee and the institution

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.

We then consider techniques for identifying appropriate development for senior staff considering their current roles and future career progression. The Masterclass concludes with an exploration of how the outcomes of appraisal are monitored and evidence the impact and value of the development on the appraisee and their work.

Aims

- To review the issues involved in senior staff appraisal and to identify the purpose and value of appraisal for senior staff
- To reflect on what makes an effective senior staff appraisal including examining a number of scenarios including dealing with cynicism and familiarity, preparing yourself properly, and linking appraisal to work planning and performance
- To consider techniques for identifying appropriate development opportunities for senior staff appraisees related to their work and personal career development
- To explore how the outcomes of the development agreed can be monitored and its impact and value assessed

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 or call 01858 880 801