



OBT

OBT Course Outline

APPRAISAL SKILLS

Main Aims and Key Benefits:	This interactive half-day workshop supports line managers and supervisors to plan and deliver effective appraisal conversations with confidence. The session clarifies the purpose of appraisals, provides a clear structure for meaningful discussions, and builds confidence in giving both positive and constructive feedback. Managers will leave better prepared to handle common challenges and to conduct consistent, focused and supportive appraisal meetings.
Course Content:	<ul style="list-style-type: none">▪ Understanding the purpose of appraisals and why they matter▪ Preparing for appraisal discussions▪ Structuring an effective and focused appraisal conversation▪ Giving positive and constructive feedback clearly and professionally▪ Managing common challenges and difficult situations
Training Methods:	<ul style="list-style-type: none">▪ Syndicate exercises▪ Group discussions
Who will benefit:	Line Managers and Supervisors
Duration:	½ day
Certification:	OBT and Progressive Training
Training Provider:	Progressive Training