

# **APPRAISALS**

Date and Venue:  
**Tuesday 30 April 2013**  
**Alverton Manor Hotel, Truro**

Course Organiser:  
Carrie Bradburn, Dental Postgraduate Tutor

Course Lecturers:  
**Kit Maher and Carol Brooking**  
**Cascade**

## **Programme**

<b>09.00</b>	<b>Registration &amp; Tea/Coffee</b>
<b>09.30</b>	Why appraisals can feel stressful for all involved
<b>10.45</b>	<b>Tea/Coffee</b>
<b>11.00</b>	The good stuff
<b>12.30</b>	<b>Lunch</b>
<b>13.30</b>	Tackling the difficult issues
<b>15.00</b>	<b>Tea/Coffee</b>
<b>15.15</b>	Putting it all together – reaching for excellence
<b>17.00</b>	Finish

**Aim:** To explore the skills needed to ensure that a practice owner / manager and the staff member benefit from an appraisal.

**Objectives:** By the end of the course participants should understand:

1. How to prepare oneself for a successful appraisal
2. How to explore areas of improvement without causing upset
3. How to use appraisal to 'get the best' out of your staff
4. What to do if a situation becomes tense or out of hand