

## Getting the Best Out of your Staff - Motivational and Appraisal Skills

Lecturers:

**Carol Brooking  
Kit Mayer  
Cascade**

Date and Venue:

**Friday 2 October 2015  
The Alverton Hotel, Truro**

Course Organiser

Carrie Bradburn, Dental Postgraduate Tutor

### PROGRAMME

**09.00 Registration / Tea / Coffee**

09.30 Motivation – why don't they just get on with it?

**10.45 Tea/Coffee**

11.15 Goals – true gold

**12.30 Lunch**

13.30 Appraisals – a walk in the park or a 'Nightmare on Elm Street'?

**14.45 Tea/Coffee**

15.15 What to do when it doesn't all go to plan

17.00 Finish

**Aim:** To develop dental team members' skills and understanding in the motivation of staff and review and appraisal meetings

**Objectives:** By the end of the seminar participants will:-

Be able to identify when someone is motivated and what motivates them

Be able to get people to set goals for themselves and achieve them

Have identified barriers to effective reviews and appraisals and understand the key stages in making them effective

Have strategies for dealing with challenges during appraisals

**Outcome:** Increased confidence in ability to motivate staff and carry out performance appraisals