



**SW Region
Dental Postgraduate Department**

Appraisals (SW09-56)

Lecturers:
Cascade

Date and venue:
Friday 27 November
Alverton Manor Hotel, Truro

Course Organiser:
Carrie Bradburn, Postgraduate Tutor

PROGRAMME

09.00	Registration & Tea/Coffee
09.30	Introduction “What am I going to say”
10.45	Tea/Coffee
11.00	“No, frankly I can't find anything you do right”
12.30	Lunch
13.30	“You're really not pulling your weight are you”
15.00	Tea/Coffee
15.15	“Fine, if that's what you think”
17.00	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