

**Appraisals  
(SW09-56)**

Lecturers:  
Cascade

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

Course Organiser:  
Carrie Bradburn, Postgraduate Tutor

**PROGRAMME**

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

**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