



**Plumpton College at
Flimwell
Centre for Sustainable Food
& Farming
Course Information**

Course Name:
Appraising staff and managing performance

Tutor: Right Brain Training

Venue: Plumpton College, Ditchling Road, Plumpton. BN7 3AE Time: 10.00 a.m - 4.00 p.m

Designed for: This course is designed to help you approach the appraisal process more confidently and manage your team member's performance effectively, not only to promote efficiency and harmony, but – crucially – to align these activities with the goals of the micro-business, involving the team member in the processes that will bring success.

Aims of the course: The appraisal interview is a real opportunity for you to have a constructive discussion with a member of your team. Handled well, the discussion can help to review progress, set objectives, and improve motivation. Handled badly, the discussion can leave the team member feeling unappreciated, lacking in direction, and consequently demotivated.

You will consider how to approach the 'people aspect' of your job more effectively. How can you align your employees on clear and measurable objectives and recognise and reward progress and achievement?

Course Timetable

10.00 am – 10.15 am	Course administration/ tea or coffee/introductions
10.15	What is Performance Appraisal? - Definitions and objectives - Benefits of an Appraisals Scheme - Thinking ahead
12.30 – 1pm	Performance Management: - SMART goal setting - Monitoring performance
1.00 – 2.00 pm	- Employee expectations and motivation Lunch
2.15 - 3.45 pm	The Appraisal Interview: - Structuring the meeting - Reviewing performance: balancing praise and feedback - Setting objectives
3.45 pm – 4.00 pm	- Negotiating a commitment towards improved performance Tea biscuits and discussion

This course will enable you to practise - through role play, feedback and discussion - the real skills of monitoring performance over time and preparing for, and conducting, an effective appraisal interview . Every idea in the course will be delivered in an interactive lecture, demonstrated through practical exercises, and supported by notes or a hand-out. This will be a lively, interactive and creative session: minimum PowerPoint, maximum personal attention and feedback

What you need to bring: Hot & cold drinks are provided, but you will need to bring a packed lunch. Course notes will be provided for post course reference, but you might like to bring a pen and paper to make any additional notes of your own.

Course Outcome: College Certificate

Follow on course suggestions: Introduction to Web Design for Micro Businesses, ICT for sales and marketing for Rural Micro Businesses, Health and Safety Procedures and Awareness for Rural Businesses. For dates and further course information please contact Plumpton College at Flimwell. www.foodfarmingforestry.co.uk

To book this course and for further information, Plumpton College at Flimwell, Woodland Enterprise Centre, Hastings Road, Flimwell, TN5 7PR Tel 01580 879 547 e-mail gammonc@plumpton.ac.uk *This project is supported by the Rural Development Programme for England (RDPE) for which Defra is the Managing Authority, part funded (or financed) by the European Agricultural Fund for Rural Development; Europe investing in rural areas.*