

## **'OBJECTIVES AND APPRAISAL'**

Setting objectives, monitoring performance through the year, and then formal appraisal at the end of the year form the framework for a performance management process that has the potential to significantly enhance the contribution that each employee makes to the company. In addition the employee benefits through agreeing targeted activities with their manager that will develop their own skills and capability.

Objectives must focus the efforts of the employee in the correct direction, and should be worded so as to be completely unambiguous. The end of year appraisal must give a fair view of the contribution that the employee has made and should form a basis for the plans for the following year.

Good skills in objective setting and appraisal are essential for any line manager.

### **OUTLINE**

The first section of the course focuses on how to develop and agree a set of objectives that not only deliver what the company needs but also support developing the skills of the employee. The issues a manager should consider when setting objectives are discussed, followed by an opportunity for delegates to develop objectives and discuss them with others. They are encouraged to develop objectives suitable for members of their teams.

In the latter part of the course delegates learn how to carry out a fair and effective appraisal. The process to use is shared, and a number of common pitfalls and problems are discussed. The course can, if desired, include a role play exercise centred on an appraisal meeting.

The course focuses on the skills needed to set objectives and carry out an appraisal, rather than on the specifics of how to fill in the paperwork. However for in-house programmes the course can include details of how to use the company's appraisal paperwork. Alternatively a CMF Solutions recommended format is available, and the use of it can be included in the course.

### **PRESENTER**

Fiona Carter, director of CMF Solutions. Fiona has many years' experience, formerly as a manager in blue chip organisations and now as a coach and consultant.

### **BENEFITS**

'Objectives and Appraisal' develops the ability of a delegate to effectively use a framework that improves alignment of the team's activities to the aims of the company, that supports enhancement of the skills and capability of each team member, and that improves the ability of a manager to assess the performance of team members in a fair manner. Effective use of objective setting and appraisal will usually deliver benefits to the bottom line but also often results in improved morale, job satisfaction and retention.

### **WHO SHOULD ATTEND?**

Anyone who leads other people and is required to set objectives and appraise them. Managers with experience of objective setting and appraisal and also new managers facing the process for the first time will all benefit from the programme.

### **DETAILS**

The 'Objectives and Appraisal' course can be delivered as a standard open programme, or can be tailored as an in-house programme to suit the specific requirements of an individual client. The duration of the course is typically one day.

### **FURTHER INFORMATION**

Please contact Fiona Carter on 01642 646609, or email [fiona.carter@cmfsolutions.co.uk](mailto:fiona.carter@cmfsolutions.co.uk)

Advice on setting up or improving an appraisal process is also available from CMF Solutions.