



121 Appraisals & Objective Setting

Our 121 Appraisals & Objective Setting course covers an overview of how to complete the Staff Appraisal and set Individual or Team Objectives. The role of Staff Appraisal is an essential part of managing individuals to ensure a positive and structured work environment. It offers an opportunity to discuss welfare, roles and responsibilities, offer guidance and development.

This course is aimed at those who have been selected by their employer to line manage employees.

Course Content:

The course will cover the following learning outcomes:

- Leadership Qualities
- Roles and Responsibilities
- Basic needs of employees
- How to complete a 121
- Objectives & Deliverables Setting - including Smart Objectives
- How to complete and Annual Review meeting

Test of knowledge

This course does not include a test as the learning outcomes will be met through group discussions and notes written throughout the course.

On successful completion of this course Learners will be issued with a certificate of attendance.

Duration:

1/2 Day