



<b>Day:</b>	Half Day
<b>Time:</b>	9.30am-1.30pm
<b>Dates:</b>	18th April
<b>Numbers:</b>	Minimum 8, Maximum 14
<b>Course Level and Title:</b>	
<b>Course Fee:</b>	£50
<b>Tutor:</b>	Mel Hargreaves

### Who is the Course for?

Do I need any prior experience? No

Will I need an Interview? No

What could I do next? This is a half day course that can help you progress at work.

### What are the aims of the course?

What topics will I cover?

How to lead an appraisal

Mentoring skills

How to get the most from your appraisal

### What will the sessions consist of?

The session will have some practical examples, discussions and presentations to give you some ideas on how to prepare for appraisal both as an appraiser and an appraisee.

### How is the course assessed?

Practical Exam? No

Written Exam? No

Awarding Organisation: n/a

### How can I prepare for the course?

### Key Facts

Apprenticeship option? No

Key Qualification? No

**What Next?**  
**Contact us**

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