

APPRAISAL
A 1 day course for Doctors
 Max: 20

AIMS & OBJECTIVES

At the end of this course, delegates will have:

- Understood how Appraisal works
- Discussed and practiced the key skills of successful appraisal
- A Personal Action Plan to improve your appraisal skills.

9.30-9.05	Objectives of Day
9.30-9.45	What is Appraisal?
9.45-11.00	Target Setting Monitoring and Evaluating Skills Practice
11.00-11.15	Tea/Coffee
11.15-12.15	Individual Development Planning Identification of professional and personal needs Writing Development Goal Planning Development Activities Progress Reviews Skills Practice
12.15-12.30	Discussion on morning session
12.30-1.30	Lunch
1.30-3.00	Coaching/Supporting individuals to improve performance The skills of successful Coaching Barriers to Coaching Coaching Strategies Skills Practice
3.00-3.15	Tea/Coffee
3.15-4.00	Performance Review Preparation The Performance Review Discussion Performance against Standard Skills Practice
4.00-4.15	Discussion on afternoon session



TALKING LIFE SEMINARS

4.15-4.20	Personal Action Plan
4.25-4.30	Review of Day
4.30	End of Day

THE TRAINER

'Very professional, very clear, to the point and interesting'
(Doctor, Wirral)

ANDREW BLAIN has worked for many years with GP Tutors and Primary Care Trust Boards designing and presenting Personal Development Training Sessions for GPs, Nurses, Practice Staff and Board members, on subjects including Personal Development Planning, Time and Self Management, Communication Skills, Stress Management and Performance Management. Andrew's background in Senior Management in Industry together with Management Development Consultancy to NHS Trusts makes him uniquely qualified to deliver effective training on an impressive range of key issues within today's health and social care environment. Andrew has a lively and easily understood presentational style and his seminars are popular with all levels of healthcare staff