








# The Appraisal Game

Delegates can practise their appraisal skills in a risk-free environment.

-  **2 hours + debrief**
-  **6-24** (2 to 4 teams of 3-6 per team)
-  **For staff at any level**
-  **No computer required**
-  **395 ex VAT**



## The Appraisal Game



## Learning objectives

- the true definition of appraisal
- to identify the problems people have with appraisal
- the real benefits of appraisal
- to understand how an appraisal process should work
- the importance of preparation - for both parties
- how to conduct an appraisal interview
- the concept of "critical incidents"

## About the activity

First it defines appraisal. Second it establishes basic principles and practices. Third it involves all participants in a simulated appraisal session.

Teams begin with a questionnaire that challenges assumptions and misconceptions and clarifies what a good appraisal is all about.

Next, they study and present to the other teams different aspects of appraisal: the benefits, the fears and objections, the forms and the interview itself.

Thirdly teams are given clearly defined briefs in preparation for simulated appraisal interviews (as the roles are very clearly defined, this is not strictly role-play). Other members of the team act as observers, supplying feedback to appraiser and appraisee for general discussion. Highly interactive. Thoroughly enjoyed by participants.

## Five-year repeat use licence

This Northgate training activity comes with a five-year licence for repeat use with up to 24 participants. A licence is required for each site (or remote hub). To use with larger groups or for multiple site licences please contact us for a quote.

## Pack contents

- Trainer's Notes (PDF file)
- Trainer's PowerPoint (PPT file)
- Team Materials (PDF files) for printing as required:
  - Part One
    - Appraisal Handout
  - Part Two
    - Introduction
    - Bidding Form
    - Client Enquiries A, B, C & D
    - Appraisal Forms 1, 2 & 3
  - Part Three
    - Appraisee Team Brief
    - Appraiser Team Brief
    - Appraisee Set of four Datacards
    - Appraiser Set of six Datacards

This activity is supplied digitally for use in face-to-face training sessions.

## Ideally suited to

Any training course on how to conduct performance appraisals where you are looking for an activity to get your delegates 'learning by doing'.

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## FACTSHEET

### Customer reviews



My overall impression about The Appraisal Game is that it is *brilliant!* It helped participants understand what appraisal is about and how to properly run an appraisal. What makes it brilliant for me is that it can be *used flexibly* and different parts can be combined depending on what trainees need. This is the *best* training activity about appraisals that I've seen.

Alan Shaw, Senior Trainer, Carshaw Consultants



I used The Appraisal Game in training sessions with staff... One role play was so bad that it highlighted all the things not to do! One was excellent. The group being *active* the whole time went down well – they *enjoyed* it and didn't get bored. All learnt from each other. It actually helped the managers with their own *team building!*

Stephen Sharkey, HR Manager, Mathmos Ltd



### Trainer's role (full guidance supplied in Trainer's Notes)


- Divide participants into teams and introduce the activity, which is split into three parts.
- Part 1: Questionnaire. Issue the questionnaire to each participant and allow 10-15 minutes to complete.
- Ask participants to draw up the Top Ten statements that best describe the appraisal process. Lead a discussion on their statements.
- Part 2: Aspects of Appraisal. Still working in groups, each team examines a different aspect of the appraisal process before feeding back to the group as a whole.
- Allow 50 minutes for teams to discuss the issues raised. Teams then give a 10 minute presentation to the other teams.
- Part 3: Appraisal Interview. Participants are divided into groups of Appraisers and Appraisees to prepare for an appraisal interview which is then enacted by individuals from each group, with the others acting as observers.
- Debrief: Lead a discussion on the key learning points.

### Northgate says...

The very term 'Appraisal' is a barrier for some who see it as a time when their faults are examined, their work criticised and tough objectives set. A good manager is aware of this, knows how to prepare for and conduct 'review' meetings in a professional and constructive manner, with SMART objective-setting for the future.

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 northgatetraining.co.uk

 +44 (0)1225 484990

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### Northgate customers

