

Managing an Effective Appraisal Meeting

Thursday, 24th May, 2018

Presenter: Keith Harper

Venue: Jury's Inn, Brighton 9.30 a.m. – 12.30 p.m.

Fee: £100 + VAT (£120) members £120 + VAT (£144) non members

3 hours CPD

The course is aimed at Partners, Team Leaders and other managers who will conduct appraisal meetings. The key objectives of the session are as follows:

- To enable delegates to understand the appraisal process, specifically, its aims, its role in the wider development and performance management context, and what is expected of all parties.
- To enable delegates to gain the skills to give open, honest feedback in the context of the appraisal meeting.

The session will cover the following key areas:

Effective appraisals

- What is performance management? The role of the appraisal in developing people and the performance of the firm, and in meeting the requirements of the new SRA Continuing Competence system.
- An explanation of an effective appraisal system and the expectations of both parties within it.

The appraisal meeting

- Preparing for the meeting – scheduling, information requirements, preparation of examples, environment, timing etc.
- Opening the meeting and setting the agenda.
- Discussing and assessing performance, and giving feedback. Focus on questioning/listening and core communication skills. vDiscussion on the 'Golden Rules of Feedback'.
- Agreeing objectives. Understanding different types of objectives, ensuring they are SMART, and gaining the buy in of the reviewee.
- Closing the meeting. Summarising and ending positively. Next steps for the reviewer.

Case studies

- Using a range of scenarios reflecting situation likely to be faced in real appraisal meetings, delegates will discuss approaches to dealing with the situations in groups, and compare thoughts.

Action plans and next steps

- Opportunity for delegates to consider how they might apply learning from the session in the workplace

Keith Harper is the primary programme director of Harper Professional, specialising in management development for lawyers. From previous senior roles both in industry, and the professional services sector, Keith has gained a wealth of practical management and marketing experience, and a real insight into the role of management within the legal environment. Keith is a Fellow of the Chartered Institute of Marketing, and a member of the Law Society Law Management Section.

**SLS Courses Application Form 'Managing an Effective Appraisal Meeting'
(24th May, 2018)**

Return to: Mrs J Lacy Scott

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Primary Delegate

Title & Name of Delegate:

(If you are sending more than one delegate, please supply names below)

I/we enclose a cheque for £ (cheques payable to "The Sussex Law Society")

Email jeanettelacyscott@btinternet.com if you wish to pay by bank transfer

Firm Name:

Address:

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Post Code:

Telephone: E-mail:

Additional Delegates:

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