

Holding Supervisions and Appraisals

This course is for any managers with responsibility for direct supervision of other staff. It will be useful both for those new to the role and for supervisors who want to review and broaden their skills.

The aim of the course is to help managers develop the skills needed for one-to-one supervision and appraisal sessions.

By the end of the course participants will be able to

- Explain the **aims** of supervision and appraisal in their organisation
- Identify the **skills and qualities** needed by effective supervisors
- Design appropriate **frameworks and ground-rules** for supervision and appraisal sessions with their staff
- Select from different **styles** of supervision, and be aware of the differences between coaching, counselling and mentoring
- Use **listening and questioning** skills effectively in one-to-one sessions
- Give helpful **feedback** to supervisees / appraisees on their performance
- Help staff explore **problems** in their work and **set objectives**.