

Title: Making the most of your appraisal	
Overview / Session Description	<p>This workshop is designed to help technical staff with preparing for their appraisal process. The workshop content includes identifying individual reasons for engaging in the appraisal process, how to evidence performance since your last appraisal and ways to identify future objectives. We will also look at writing objectives using the SMART format.</p> <p>This workshop will include the use of breakout rooms for you to share your thoughts and experiences and hear from others across the eight Midlands Innovation Universities.</p>
Audience	<p>Technicians from the 8 MI partner institutions Any member of staff who is required to undertake an appraisal process at their organisation.</p>
Duration/ Session details	<ul style="list-style-type: none"> • 90 minutes Tuesday 6 July 11am – 12.30pm Wednesday 25 August 2pm – 3.30pm Monday 20 September 10am - 11.30am
Key Learning Outcomes	<ul style="list-style-type: none"> • Discuss reasons for taking part in an appraisal process • Discuss how to evidence previous performance/ behavioral standards • Discuss ways to identify future objectives • Create a SMART objective
Delivery mode	<p>Online / virtual session using Zoom</p> <p>A blended approach of input, information and content including group work enabling engagement, interaction and application to the workplace.</p>
Session requirements	<ul style="list-style-type: none"> • Internet access required • Computer with mic and camera <p>Attendees will need access to a computer/ laptop. (The zoom link will be sent prior to the session, therefore you are not required to download the relevant app.)</p>
Pre-work / post-work requirements	<p>There is some pre-session work for you to complete before the workshop, this is to help everyone to get the most out of the live session.</p>
Course facilitator	Emily Thorpe
How to book	Sign up to our training courses here
Related session	<p>This session can be taken on its own, or combined with the “Identifying your learning and development needs” workshop. You can complete the workshops in any order.</p>