



Coaching, mentoring and appraisal – Getting the best out of your staff

Introduction and course objectives

As supervisors and managers we are often required to supervise, mentor, coach and appraise our subordinates. In this workshop we review some of the current theory and practice in these areas.

Having attended this workshop, delegates should be better able to understand and fulfill these responsibilities.

Recommended Delegates

This workshop is designed for supervisors and managers who wish to build improved management skills in relation to their subordinates. This course qualifies for CPD purposes and certificates will be issued to delegates on completion.

Key Content

- Coaching
 - Understanding your role
 - Effective Coaching
- Appraisal
 - Setting SMART objectives
 - Managing the appraisal
 - Delivering constructive feedback
 - Delivering difficult messages
- Mentoring
 - Understanding mentoring
 - Effective mentoring
- Coaching or mentoring, what is right for you and your staff?

Presenter: Bill Telford Financial Training, Consultant to Baker Tilly International

Date: We can arrange a date that suits you and your teams needs

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