

## Appraisals

### Performance Review

This training programme from Video Arts, aims to change the way every person in your organisation approaches appraisals. Appraisals should be a positive, challenging experience that helps individuals to improve their performance, managers to manage better and makes organisations more attractive and productive places to work. Unfortunately not all appraisal discussions achieve this result and some don't even come close.

#### Part 1: Every Manager's Nightmare

Part 1 is aimed specifically at managers. They know the importance of employee performance reviews, but this rarely makes having to do them any less painful. In fact, because they often end up being emotionally charged, they are seen more as 'excruciating' than 'crucial'. To overcome this, Video Arts introduces six very different characters that managers can relate to. Through these characters we are able to demonstrate key review techniques managers can develop. By making them less confrontational and more productive managers will be able to fearlessly deal with all performance reviews.

#### Part 2: Every Appraisee's Dream

Part 2 is aimed at staff whose review is coming up shortly. This part really shows the positive side of performance reviews and gives a full and vivid illustration of just how well they can go when they're handled properly by both parties. It gives the appraisee something to aim for during their own review, but is also very useful for managers - showing them what can be achieved from a successful review.

**Duration: 50 Minutes**

**RENTAL: \$350 +GST each part PURCHASE: \$2000 +GST Each part**

**Producer: Video Arts U.K.**

### The Dreaded Appraisal

The Dreaded Appraisal, one of the world's best selling learning resources, reveals the techniques required for effective appraisal interviewing. The programme is highly watchable and illustrates some typical problems managers and team leaders are likely to face in their interviews. Then it demonstrates how to turn the interview into a positive experience for both employer and employee. The programme also includes a short video called "The Appraisee" – it will help staff prepare for an appraisal, understand its objectives and so get more from the interview.

**Duration: 25 Minutes**

**The Appraisee – 3 Minutes**

**RENTAL: \$350 +GST PURCHASE: \$2000 +GST**

**Producer: Video Arts U.K.**

### How Am I Doing (New Version)

Three inept managerial characters show how an appraisal interview should not be conducted: The first never prepares or makes time; the second is too fond of the sound of their own ranting and, the last manager cannot bring themselves to make any criticism for fear of creating bad feeling. How am I doing? uses the analogy of the distraught interviewee's medical check-up to highlight each manager's mistakes – and to illustrate exactly how an appraisal should be handled.

**Duration: 26 Minutes**

**RENTAL: \$350 +GST PURCHASE: \$2000 +GST**

**Producer: Video Arts U.K.**

### Discussing Performance

This Australian training DVD will motivate managers and team leaders to make Performance Feedback Discussions a success. It will show them the value in: Focusing on outcomes; tackling contentious issues and identifying training needs and formalising forward planning.

**Duration: 20 Minutes**

**RENTAL: \$350 +GST PURCHASE: \$750 +GST**

**Producer: Our Bizness Aust.**

## Skilful Appraisal

Skilful Appraisal says that you, as the appraiser, must think about the effect you are having on the other person. How will they feel or react to what you are saying and the way you are saying it?

It uses scenes from appraisal interviews in which you can hear the thoughts of the person being appraised as the appraiser, asks them questions and gives them feedback. It illustrates each of the core skills of appraisal, showing how to decide what works and what does not in any situation.

Skilful Appraisal includes role-plays and discussion topics designed to enable people to develop their skills by means of practice followed by feedback. Whatever your learning style, there comes a point at which you have to try out the skills and get feedback on how you are doing. The program provides all the support necessary to help you do this.

Key Training Points:

- Listening
- Praising
- Criticising
- Questioning
- Summarising

Duration: 26 Minutes

Rental: \$350 +GST Purchase: \$1500 +GST

Producer: Fenman U.K.

## 3 Easy Ways to Order

**By email...**

trainingtools@bigpond.com

**By post...**

PO Box 339

JOONDALUP WA 6919

**By phone...**

(08) 9304 8214

## Empowering Appraisal

The Empowering Appraisal contains everything you need to start, run or improve a company appraisal system. This program uses a realistic drama to outline frequently-made mistakes and suggests ways to improve the skills needed to conduct effective interviews. It also stresses the importance of making objectives measurable, realistic and achievable.

The benefits:

- Demonstrates how to make appraisal interviews a productive two-way process which will motivate and empower employees.
- Provides guidelines for introducing an objective setting scheme throughout any organisation.
- Shows how to prepare for the appraisal.
- Setting of objectives which are realistic and achievable.
- Shows how to measure objectives and monitor results

Duration: 61 Minutes

Rental: \$350 +GST Purchase: \$2000 +GST

Producer: Melrose (Video Arts) U.K.

## TAT: 10 Steps to Flawless Appraisal Interviews

Performance appraisals are one of the most unpopular managerial tasks. Psychologist Peter Quarry gives ten practical tips on how to conduct an appraisal interview to achieve positive and useful outcomes that will benefit the employee and whole organisation.

Key Training Points:

- How to avoid nasty surprises.
- What to base the appraisal on.
- Using forms and rating sheets.
- Getting commitment to the discussion.
- The rules of giving feedback.
- Making sure there is a positive outcome.

Duration: 16 Minutes

Purchase: \$295 +GST

Producer: Ash Quarry Productions Aust.



### TAT: Preparing for Your Appraisal

This program encourages staff to take an active role in their performance appraisal discussion. Learn how to prepare by evaluating your own performance, and developing a list of questions and issues to raise. Become more empowered to ensure that you get what you want out of the interview

**Duration: 15 Minutes**

**Purchase: \$295 +GST**

**Producer: Ash Quarry Productions Aust.**

### **ACTIVITY MANUAL: Skills of Appraisal & Performance**

Are you implementing a new appraisal system or updating and improving the one you have? This pack contains all the ready-made training materials you need to get everyone practising effective performance review skills. Learn how to set up and implement a modern appraisal system with this practical activity pack. Among the many subjects covered, it includes sections on performance pay, appraising manual workers and understanding an appraisee's perspective. It also shows how to link appraisal and review systems with the Investors in People standard. Learning applications include:

- Performance appraisals
- Questioning skills
- Feedback
- Communication skills
- Objective setting

**Purchase: \$395 +GST**

**Producer: Fenman U.K.**

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