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### Trainer Information

**Tracy Madgwick** has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals. For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates. She is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licenced to deliver MBTI (Myers Briggs Type Indicator), DISC and C-me tools.

### Booking Information

To book a place/s email  
[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

*Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 14 days from date of invoice.*

## Pain Free Appraisals

**Date:** 9<sup>th</sup> June 2022  
**Times:** 0930 - 1630  
**Venue:** Zoom Online Platform  
**Places available:** 12

**Fee/s:** NfP Members £90  
Non Members £135

**This workshop is suitable for: Managers, Team Leads and Staff in a Supervisory Role.**

### Introduction

**The dreaded appraisal reviews are coming around again. Let's take the fear and hard work away and make all appraisals a positive and developmental experience.**

### Aims

- To be able to plan for and hold a positive performance review, ensuring performance is raised to new levels.
- To give delegates the knowledge and confidence to be able to raise the performance of their under-performing staff.

### Learning Outcomes

At the end of the workshop delegates will have a better understanding of:

- The purpose of the appraisal process
- How to plan a good performance review
- The skills needed to hold a positive performance review
- Feedback and coaching techniques to improve performance
- And will have practiced skills needed