Leadership and Management Course

Having Effective 1:1 Discussions and End of Year Appraisal Meetings

Learning summary	This learning circle focuses on preparing managers and colleagues for having effective 1:1 conversations together, developing engagement and focusing on wellbeing. The learning also covers having an effective end of year appraisal conversation with their colleagues, including where to find the appropriate appraisal documentation and how to use it effectively. The appraisal process offers an opportunity for managers and colleagues to agree objectives, review personal development plans and have career discussions.
Learning aims	The aim of this learning is to give managers a structured approach for facilitating meaningful conversations. This includes preparing for regular 1:1 meetings and reviewing all the learning and achievements of colleagues over the past year.
Learning objectives	**Learners will be able to:** • Identify the role and responsibility of a manager in the appraisal process • Describe a structured approach to having an appraisal discussion • Define what an effective 1:1 conversation is and why they are important • Explain how to successfully prepare for and make 1:1 conversations successful • Describe the structure of an effective monthly 1:1 conversation



Applicable audiences	This learning is suitable for learners with line management responsibility				
Pre-requisites	Learners should be aware of their appraisal policy and appraisal recording process before attending this learning				
Delivery method	This learning is delivered by a virtual classroom				
Duration	This learning will take approximately 1 hour to complete				
Materials and resources required	Learners should have access to a computer with an internet connection and Microsoft Teams				
Refresher	This learning should be completed as required				
Minimum learners required	4	**Maximum learners required**	12	**CPD points**	N/A