



Supervision and Appraisals

"Of all the relationships we have at work, the one with our boss or supervisor has the greatest impact on our emotional and physical health"

Daniel Goleman, Working with Emotional Intelligence (1998)

Is this the right course for you?

This half-day course will be suitable for anyone who has responsibility for supervising and/or appraising one or more people.

It would also be suitable for anyone who is interested in developing this as a skill for themselves or who is about to take on a new job which will involve supervision and/or appraisals

What will the course cover?

- Identify what helps and hinders supervision.
- Identify what should, and should not, be covered in appraisals
- Problem solving
- Dealing with Poor Performance
- Action Planning

Key learning outcomes:

At the end of the course participants will have:

- Explored the practical skills required to be an effective supervisor.
- Had an opportunity to look at difficulties in the practice of supervision.
- Identified the differences between supervision and appraisal
- Identified further development needs and supervision

Course Details:

The trainer is: Sue Pearlman

Sue has over 30 years' experience in the voluntary sector and has during that time supervised and appraised more people than she can count. She started as a volunteer in a local charity and was, most recently, a Chief Executive of a charity before becoming a consultant and trainer. She brings a wealth of experience to her training.

Date(s): 11/01/2018

Time: 10.00 – 13.00

Venue:

Nigel Copping Community Building
Sanville Gardens
Stanstead Abbots
SG12 8GA

Cost:

£25 VCS - CVS members
£35 VCS - non members
£70 private/statutory

How to book:

Please email Abbie with your booking or call 0300 123 1034

Booking form is available on the HCF Training Courses Directory.

www.hcftraining.org.uk