



# Staff Appraisals

## *A Practical Approach In Early Childhood*



### Training Package Outline

#### **Staff Appraisals - what are they and why have them?**

We will look at why we have staff appraisals and explore the importance they play in delivering quality early childhood services.

#### **Staff Appraisals and The National Quality Standards:**

We will see how the staff appraisal process links to the National Quality Standards and identify your obligations to implement an appraisal process.

#### **What does the appraisal process look like?**

We will unpack the elements of the appraisal process to support you in implementing an effective appraisal process within your service. We will also identify which stakeholders should be participating in the appraisal process.

#### **Developing questions & the appraisal meeting**

We will identify the key components of an appraisal meeting and provide practical tips for holding a successful appraisal meeting.

#### **Inviting feedback & offering feedback**

We will explore different types of feedback and provide strategies for offering and receiving feedback.

#### **How to develop individual learning/professional development plans?**

We will explore what is in an individual learning plan and unpack the importance as to why learning plans can support growth of individuals and the service.

#### **After the appraisal process:**

We will look at what strategies you should implement after the appraisal process to ensure each staff member can work towards their goals.

### Delivery Mode Options

- Virtual: One 1.5hr virtual sessions
- Face to face: One 1.5hr Session

### What's Included in this Package:

- Consultancy
- A resources pack that includes appraisal templates and checklists



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