

Appraisal Training for Practice Managers/ Deputy Practice Managers

Date: Thursday 24 – Friday 25 May 2018

Venue: Milton Hill House, Steventon, Oxfordshire OX13 6AF

<https://www.miltonoxfordshire.co.uk/>

Day 1 9.30 until 16.30

Day 2 9.30 until 12.30

This is a fully funded workshop

Who is it for?

- **This programme is aimed at Practice Managers and deputy Practice Managers who undertake staff appraisals. Other professionals are also welcome to attend if space is available.**

Feedback from last year's programme included:

- **“You have re energised my passion for staff appraisals, thank you”**

By attending this 1.5 day workshop you will become:

- **Confident about your own skills in planning, delivering and writing up an effective staff appraisal**
- **Familiar with the principles and processes for effective appraisals**
- **Enthused with the value and impact that appraisal can have**
- **Assured of how to prepare for your own appraisal**
- **Gain a deeper understanding as to what is best practice in appraisal**
- **Learn skills such as feedback and questioning skills in appraisals**

Who are the faculty?

- *This programme is facilitated by Maggie Woods, Associate GP Dean from Health Education England Thames Valley.*

How do I book a place on this funded 1.5 day workshop?

Please complete the booking form and return to:

gpadmin.tv@hee.nhs.uk

Please note that if you book a place and fail to attend you will be charged for your place, £250

The course is very popular, early booking is advised! Please contact Shannon Waknell on gpadmin.tv@hee.nhs.uk
