



Monday 12th November

Conducting supervision & appraisals

In this half day course we will cover:

- Consider what supervision is
- How to document a performance review and conversation
- How to set performance goals and agree actions
- Understand the purpose and benefits of performance reviews
- How to plan and have an effective performance conversation which involves both parties
- Understand your own organisation's requirements around standards and expectations (frequency etc)
- How to set expectations and standards for your own team ensuring a meaningful conversation

12.11.18

09:30 - 13:00

**Gosport Voluntary
Action**

Martin Snape House
96 Pavilion Way
Gosport
PO12 1FG

Voluntary £55
Private £80

Like to book a place?

Then contact

Community First

01329 223 155

or

01730 777 059

email

bookings@cfirst.org.uk

You can book online at:

[https://www.cfirst.org.uk/
training/booking/](https://www.cfirst.org.uk/training/booking/)

Limited places available