

Action plans



Improve your employee appraisals process

Appraisals are a process conducted in very varying degrees of quality by businesses of all types. Done well, they provide clarity, direction and a renewed sense of purpose. Done badly, and an employee will leave feeling undervalued, demotivated and not sure of where to turn next. Developing a tailored approach to conducting appraisals will help you get the most out of your people on a consistent basis.

- **Effort:** High
- **Impact:** High

How will I know if my Action Plan is working?

Carrying out a staff satisfaction survey will indicate whether your Action Plan is working

Actions:

See what is missing from the way you appraise staff performance

- **Impact:** Medium
- **Suggested duration:** 7 days
- **Why this will help:** Before you start making any change, it's important to know where your strengths and weaknesses are.

Discover how others have made important changes to the way they run appraisal processes

- **Impact:** Medium
- **Suggested duration:** 3 days
- **Why this will help:** Learning from the experiences and lessons of fellow business leaders is the best way to direct your own improvement efforts.

Find out what your existing employees like and dislike about the way their appraisal processes are conducted

- **Impact:** High
- **Suggested duration:** 21 days
- **Why this will help:** It's important to ensure any change is based on the detailed feedback of those who it will eventually affect. That way you also get buy-in when a new system is announced.

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Map your survey feedback to proven examples of how an appraisals system can be improved and added to

- **Impact:** Medium
- **Suggested duration:** 7 days
- **Why this will help:** You've got the insights from inside your own business, now it's time to see how those line up against best practice examples.

Create a prioritisation list of changes that can then be used to create a new company handbook for conducting appraisals at all levels of the business

- **Impact:** High
- **Suggested duration:** 21 days
- **Why this will help:** Creating a document will crystallise your learnings and help set in place a new way of doing things going forward.