Refresher Appraiser Training

Course Workbook for Allocated Participants

LAST UPDATED DATE: 12/07/2022  
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VERSION: 0.2

All pre-course materials can be found on: <https://www.appraisal.nes.scot.nhs.uk/s/refapppremat/>

Prior to attending the half-day remote training session, participants are required to complete the necessary mandatory pre-course materials.

**The training day will focus on large and small group discussions, so it is crucial you complete the pre-course materials:**

* [“New Normal” video](https://www.appraisal.nes.scot.nhs.uk/s/refapppremat/newnormal/)
* [Challenging Appraisal Situations PowerPoint module](https://www.appraisal.nes.scot.nhs.uk/s/refapppremat/challappsit/) (module 6 from New Appraiser course)

This workbook is designed to be your companion and record keeper, to aid you as you work through all the materials where you will be prompted to reflect on situations; and consider workshop/small group discussion points prior to attending.

# Video 1: “New Normal” Appraisal

Link to video\* = <https://www.appraisal.nes.scot.nhs.uk/s/videora/newnormal/> (7 mins)

*\* The video will be replayed on the day to help refresh participants’ memories*

## Prompts/questions from video 1:

|  |
| --- |
| How could the appraiser approach the interview? |
|  |
| What questions do you have pre-interview? |
|  |
| How would you open up the discussion to find out what is going on? |
|  |
| How would you open this up further? |
|  |

## Other reflections

|  |
| --- |
| Make any additional observations/notes in below box: |
|  |

# Module: Challenging Appraisal Situations

<https://www.appraisal.nes.scot.nhs.uk/s/refapppremat/challappsit/>

## Your notes

|  |
| --- |
| Make notes in below box: |
|  |

## Consider

|  |
| --- |
| What situations you would find challenging in an appraisal? |
|  |
| How would you deal with them? |
|  |

## Consider what concerns may arise during an appraisal:

|  |
| --- |
| What concerns or problems might cause you to postpone, cancel or stop an appraisal?  What would be a difficult appraisal for you? How might you deal with them? |
|  |

## Self-awareness / Pitfalls:

|  |  |
| --- | --- |
| From the below list, what potential pitfalls do you recognise for yourself as an appraiser? | |
| * The people pleaser * The rescuer * The judge * The task oriented * The doctor * The elder statesman * The head teacher * The perfectionist * The diffident * The money oriented * The over-involved/colluder | **How might you avoid these traps?** |

# Remote training attendance

When you have reviewed the videos and modules, you will be ready for attending the “Remote Training” sessions – facilitated via Microsoft Teams. Each course will have a bespoke team setup and link, if you have not received details yet on how to join, please contact the Medical Appraisal Scotland team ASAP to get this organised. ([Medical.Appraisal@nes.scot.nhs.uk](mailto:Medical.Appraisal@nes.scot.nhs.uk))

The focus on the half-day sessions will be around small and large group discussions. A lot of the group work will be based on the responses you provided in this workbook so make sure you have this available on the day for referencing.

# Your Feedback

Your feedback is important as our training content and delivery evolves to ensure a good learning experience for future participants. We would love to hear your feedback on what worked well, what could have been better, and any other ideas for improving the training.

A feedback form will be made available at the end of the day, please complete this and give us your honest feedback when prompted.

If afterwards you have further comments to add, we would be most grateful if you could email them to us at [Medical.Appraisal@nes.scot.nhs.uk](mailto:Medical.Appraisal@nes.scot.nhs.uk)

Thank you.

# Further support

* <https://www.appraisal.nes.scot.nhs.uk/contacts/local-administration-teams/>
* <https://www.appraisal.nes.scot.nhs.uk/contacts/appraisal-leads/>
* <https://www.appraisal.nes.scot.nhs.uk/contacts/soar-user-support/>