New Appraiser training: Programme

# Day 1

| **AM Time** | **PM Time** | **Session** |
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| *08:45* | *13:15* | *Participants testing connection and networking* |
| **09:00** | **13:30** | **Welcome and Introduction** |
| 09:15 | 13:45 | Review of pre-session information |
| 09:45 | 14:15 | Supporting Information |
| 10:30 | 15:00 | 10 minutes screen break |
| 10:40 | 15:10 | PDP and Form 4 |
| 11:40 | 16:10 | 10 minutes screen break |
| 11:50 | 16:20 | Review of Mini Appraisal video |
| 12:20 | 16:50 | Plenary / Q&A |
| **12:30** | **17:00** | **End of day 1** |

# Day 2

| **AM Time** | **PM Time** | **Session** |
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| *08:45* | *13:15* | *Participants testing connection and networking* |
| **09:00** | **13:30** | **Welcome back** |
| 09:15 | 13:45 | Mini Appraisal (1) [15 mins for appraisal; 10 mins feedback; 5 mins screen break/overflow] |
| 09:45 | 14:15 | Mini Appraisal (2) |
| 10:15 | 14:45 | 10 mins break |
| 10:25 | 14:55 | Mini Appraisal (3) [Participants stay in same group/room; tutors swap] |
| 10:55 | 15:25 | Mini Appraisal (4) |
| 11:25 | 15:55 | 10 mins break |
| 11:35 | 16:05 | Mini Appraisal: Plenary (15 mins) |
| 11:50 | 16:20 | Challenging appraisal situations (30 mins) |
| 12:20 | 16:50 | Plenary & Ask the tutors (10 mins) |
| **12:30** | **17:00** | **End of day 2** |

*NB: Mini appraisal sessions based on 8 participants attending; timetable may change slightly if smaller group.*