New Appraiser training: Programme

1-day in-person

| **Time** | **Session** |
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| *08:45* | *Tea/coffee/networking* |
| **09:15** | **Welcome and Introduction** |
| 09:30 | Review of pre-session information |
| 10:00 | Supporting Information |
| 10:45 | 20 minutes break |
| 11:05 | PDP and Form 4 |
| 12:05 | Review of Mini Appraisal video |
| 12:30 | LUNCH BREAK |
| **13:15** | **Welcome back / Intro to mini appraisals** |
| 13:30 | Mini Appraisal (1) [15 mins for appraisal; 10 mins feedback; 5 mins break/overrun] |
| 14:00 | Mini Appraisal (2) |
| 14:30 | 15 mins break |
| 14:45 | Mini Appraisal (3) [Participants stay in same group/room; tutors swap] |
| 15:15 | Mini Appraisal (4) |
| 15:45 | Mini Appraisal: Plenary (15 mins) |
| 16:00 | Challenging appraisal situations (30 mins) |
| 16:30 | Plenary & Ask the tutors (15 mins) |
| **16:45** | **End of day 2** |

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