New Appraiser training (1-day in-person): Programme (Tutor notes)

| **Time** | **Session** | **Notes** |
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| 08:30 | Tutors meeting (30 mins) | Private room. Lead Tutor to run through the day and confirm* who will lead which large group discussions
* key messages

Ask tutors to take notes of any difficulties that might arise in sessions / unhelpful questions or behaviour from any participant(s) and discuss at end of day meeting. |
| 08:45 | Tea/Coffee/network (30 mins) | Check with PFM if there’s any fire alarm testing scheduled |
| **09:15** | **Welcome and Introduction** (15 mins) | NES ADMIN to lead initial welcome & housekeeping (toilets, fire exits, fire drills etc); before handing formal intros over to LEAD TUTOR.Round the group “Introduce yourself and tell us what you are most looking forward to about becoming an appraiser.” |
| 09:30 | Review of pre-session information (30 mins) | Large group discussions: invite feedback and reflection regarding modules they have worked through; what they found useful, difficult, why, queries etc |
| 10:00 | Supporting Information (45 mins) | NES ADMIN share timetable and grouping on large screen Break into 2 groups;In small groups, facilitated by tutors, the questions to address:* *confidentiality statement at start of appraisal*
* *How do you ensure SI covers all roles?*
* *How do you judge if SI is appropriate and sufficient?*

Tutors to make sure everyone has a sayAdmin to publish scheduled Questback (confirming everyone has turned up) whilst all in breakout. |
| 10:45 | 20 minutes break | NES Admin to knock on doors if needed |
| 11:05 | PDP and Form 4 (60 mins) | Break into 2 groups; *Same small groups, different tutors/swap*In small groups, facilitated by tutors, the questions to address:* *How would you discuss PDP outcomes form the previous appraisal, and how may they be linked to CPD?*
* *How do you support appraisees to develop a new PDP through the appraisal discussion?*

All participants will have been asked to review the Form 4 examples on <https://www.appraisal.nes.scot.nhs.uk/appraiser-training/new-appraiser/form-4-examples/> - tutors can refer to these to move the discussions along if needed.* *What is the role of the Form 4?*
* *What does a good Form 4 look like?*

Tutors to make sure everyone has a say;It might be a good idea to put in Form 4 vignette re appraisee and also which appraisal this is with this appraiser, date of revalidation and how appraisal was conducted e.g whether remotely online or face-to-face etc.Mention that appraisers in the afternoon mini appraisal sessions are asked to take notes and are expected to produce a mini Form 4 to share with Appraisal Lead as part of induction (if recommended). |
| 12:05 | Review of appraiser skills video (25 mins) | Back in main room (NES Admin to knock on doors if needed)Participants should have already watched video, if not NES admin can (if needed) show <https://www.appraisal.nes.scot.nhs.uk/s/videona/> * *Invite participants’ initial thoughts (what went well, what could be better etc)*
* *If group is quiet, consider discussing:*
* *How was the appraiser’s rapport with appraisee?*
* *Did he miss any cues?*
* *Anything you might do differently?*

*Always have a backup plan in case of connectivity issues (e.g. phone numbers)**Have them focus on appraiser skills demonstrated (or not) rather than content of video.**If discussion runs dry and time allows, could discuss other videos:** *What about the other videos you’ve seen?*
* *What was good about them?*
* *What could be improved?*
* *What have you noticed regarding ‘remote appraisals’ and how will that influence your appraisals going forward?*
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| **12:30** | **LUNCH (45 mins)** | NES ADMIN Reminder: be back at 1:15pm sharp |
| **13:15** | **Welcome back + Intro to Mini Appraisals** (15 mins) | NES ADMIN share timetable and grouping on large screen* *Mention Pendleton’s and Confidentiality*
* *Remind appraisers to take notes for purposes of drafting anonymised mini Form 4 afterwards*
* *Mention that Observer lead feedback by asking appraiser first, then appraisee’ observer and timekeeper then provide their feedback, tutor to then mop up*
* *Any Qs before we start?*

*Timings below may change slightly depending on how many participants turn up* |
| 13:30 | Mini Appraisal (1) (30 mins) | 15 mins appraisal; 10 mins feedback; 5 mins overrun |
| 14:00 | Mini Appraisal (2) (30 mins) | 15 mins appraisal; 10 mins feedback; 5 mins overrun |
| 14:30 | 15 mins break | NES Admin to knock on doors if needed |
| 14:45 | Mini Appraisal (3) (30 mins) | 15 mins appraisal; 10 mins feedback; 5 mins overrun |
| 15:15 | Mini Appraisal (4) (30 mins) | 15 mins appraisal; 10 mins feedback; 5 mins overrun |
| 15:45 | Mini Appraisal: Plenary (15 mins) | Back in main room - Group feedback / reflection – how was it?Keep feedback focussed on mini appraisal session (formal feedback forms about the training course as a whole will be shared at end of day) |
| 16:00 | Challenging appraisal situations (30 mins) | * *What are your main concerns or fears in the appraiser role?*
* *What leads to challenging situations in appraisals?*
* *How would you approach them?*

Cover probity and health issues if haven’t come up in discussion. Use of Form 4 before and after appraisal. |
| 16:30 | Plenary & Ask the tutors (15 mins) | Opportunity for final questions; Signpost to resources and support for appraisers* NES, SOAR, Appraisal Leads and their meetings
* Annual conference, Refresher courses and resources etc
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| **16:45** | **End of training** | Admin to wrap up on next steps:* tutors meeting
* assessment confirmation (“hopefully” no later than end of the week)
* feedback form
* anonymised Form 4
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| 16:45 | Tutors meeting (30 mins) | NES Admin share screen to go through scoring |