



FICSA WORKSHOP FOR STAFF REPRESENTATIVES ON NEGOTIATING IN PERFORMANCE APPRAISALS

Hosted by the WHO/AFRO Staff Association, Brazzaville, 10-11 October or 13-14 October 2016 (9h30 to 17h00 each day with an hour for lunch)

2-day course outline

<p>Day One</p>	<p>Welcome and Introductions</p>	<p>Understanding your Policy and Procedures</p> <p>Aims: To understand workplace procedures To identify stages in the process</p>	<p>Preparing for and meeting your member</p> <p>Aims: To understand a members' motivations To identify issues and concerns</p>	<p>Analysing Cases</p> <p>Aims: To identify strengths and weaknesses in a case To understand the appraisal process and competencies</p>
<p>Day Two</p>	<p>Preparing for and meeting management</p> <p>Aims: To identify management's likely responses To prepare a preliminary case approach</p>	<p>Improving Representation</p> <p>Aims: To identify best practice in representing members To develop common approaches and arguments</p>	<p>Preparing and Presenting Cases</p> <p>Aims: To prepare and present an appraisal case To Practice responding in appraisal cases</p>	<p>Staff Association Agenda and Action Planning</p> <p>Aims: To prioritise action after a case To understand strategic use of appraisal cases</p>