



FICSA WORKSHOP FOR STAFF REPRESENTATIVES ON NEGOTIATING IN PERFORMANCE APPRAISALS

Hosted by the ITU Staff Union (Geneva, 5 June 2017)

Varembé building, Room G1

Provisional Agenda

The workshop will run from 9.30 a.m to 5.30 p.m with an hour for lunch

Course Outline

Welcome and Introductions	<p>Understanding your Policy and Procedures</p> <p>Aims: To understand workplace procedures</p> <p>To identify stages in the process</p>	<p><i>Presentation: Meeting your member</i></p> <p><i>Aims: To consider how to prepare to meet you member</i></p> <p><i>To consider members' motivations</i></p>	<p>Analysing Cases</p> <p>Aims: To identify strengths and weaknesses in a case</p> <p>To understand the appraisal process and competencies</p>	<p><i>Presentation: Meeting management</i></p> <p><i>Aims: To consider how to prepare a case</i></p>	<p>Preparing and Presenting Cases</p> <p>Aims: To prepare and present an appraisal case</p> <p>To consider how to respond in appraisal cases</p>
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