Appraisal Training Pre-workshop prep

* Your organisation's performance management or appraisal policy
* Your last appraisal - the documentation completed by you and your appraising manager for the last appraisal year
* Any guidelines or instructions for your local appraisal process
* Any documents that you intend to use in your next appraisal as evidence of your performance – this may include feedback from colleagues or service users, results of assessments you have undertaken or activity summaries
* Compile a list of your achievements, strengths and accomplishments in your role. <https://www.ilearn.rcm.org.uk/pluginfile.php/602/mod_book/chapter/693/Essential%20appraisal%20preparation.doc>