



Appraisal and Continual Professional Development (CPD) for Managers

Aim of Appraisal: Carousel wants all individuals to perform to their full potential and for the organisation to develop, achieve and grow. Appraisal identifies strengths, weaknesses and goals in order to help the individual and the organisation.

Aim of CPD: CPD identifies the activities needed in order that staff can continually improve their effectiveness achieve and grow.



Appraisal Form for Managers

Confidential

Personal Appraisal Review for.....

Date.....

1. Priorities for this period (identified through annual/three year planning, supervision, trustees and collaboration between managers)

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2. Appraisal Self Assessment

Identify those areas that are particular strengths and those that need attention. Add a commentary on these.

- **Working with staff, partners and service users**

Create innovative solutions; Obtain agreement to and commitment to action; maintain Carousel project users satisfaction; Plan appropriate provisions; Evaluate outcomes; Secure continuity of relationships with users, carers, key-workers, advocates.

Others:

- **Co-ordination and project management**

Project planning; Resource planning; Project delivery; Fund-raising; Finance and budgetary control; IT; Administration and project documentation; Publicity and PR strategy.

Others:

- **Organisational development**

Communicate effectively; work across and with other Carousel projects; supervise staff; support staff; collaborate with Carousel partners; implement and manage appropriate systems for delivering carousel projects; achieve commitment and participation in Carousel's future plans and strategy.

Others:

- **Self management**

Verbal and written communications; Presentations; Continuous Development Plan, Keeping up to date in the arts/disability field, voluntary sector management issues and other fields appropriate to delivering the posts's activities; Time management; work/life balance; Others:

3. **Development Needs**

A) Those arising from current priorities - What activities need to be developed?

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4. Development actions taken to date - How can achievement and growth be supported

In work training/research/project work, training programmes, qualifications, attachments, visits, shadowing, events, special projects, etc

5. Priorities for development action over the next 12 months