

Feedback, Appraisal and Performance Review Writing for Managers

Corporate Communications

Course Overview

Feedback, Appraisal and Performance Review Writing for Managers: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Feedback, Appraisal and Performance Review Writing for Managers
- Apply practical tools and techniques for Feedback, Appraisal and Performance Review Writing for Managers in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Feedback, Appraisal and Performance Review Writing for Managers in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Foundations of Feedback, Appraisal and Performance Review Writing for Managers: principles, terminology and context
2. The business case: why Feedback, Appraisal and Performance Review Writing for Managers matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
14 to 18 Sep 2026	Lagos	\$1,550
5 to 9 Oct 2026	Online	\$750
19 to 23 Oct 2026	Pretoria	\$1,650

2 to 6 Nov 2026	Harare	\$1,395
23 to 27 Nov 2026	Cairo	\$1,550
7 to 11 Dec 2026	Windhoek	\$1,650

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.