Tuvalu Workshop: Monday Morning Guideline 10: Starting an Appraisal Programme

Workshop Plan

Aim: Introduce the guidance and show how it can be used

Time	Content	Activity	Resources	Lead
9am	 Recap on previous day(s) 	Activity	Resources	Mark / Talei
9.15 - 9.30	 What is appraisal and why develop appraisal guidelines 	Presentation	PowerPoint	Mark
9.30 – 9.40	 Give my presentation on Appraisal in Niue using the toolkit prototype, including video 	Presentation	PowerPoint	Mark
9.40 - 10.00	Group DiscussionWhy keep or destroy records	Group discussion	White board	Mark
10.00 - 10.20	Morning tea			
10.20 - 12.00pm	 Guideline overview Walk through the appraisal steps, following the guide Shared activity as we're going For each of the steps incorporate some of the roles/scenraios described in previous session. getting people to talk about relevance as we're going. Look at Elenoa's appraisal report done while at Archives NZ, using the PARBICA template 	Presentation Elenoa's appraisal report	PowerPoint Whiteboard	Mark
12 - 1	Lunch			