

## What is an Appraisal?

An appraisal is a conversation between you and your line manager to formally assess your performance as an employee over the last 12 months. It will be an open discussion between yourself and your line manager where you both seek to give constructive feedback upon what has gone well, and identify, in a constructive way, how behaviours / actions might develop to enhance performance / practice for the future.

An appraisal is something every good organisation does on an annual basis and was highlighted as a weakness that we were not doing it throughout the organisation, in the latest CQC inspection.

What is the process? In the staff meeting set this month you will have an opportunity to think about what you would like to include in your appraisal document. The paperwork you fill in will be used as the basis of the conversation you have with your line manager. The meeting time for that conversation will be set between now and the middle of December. The targets you agree with your line manager will be used to inform discussions you have in ongoing supervisions and in 6 months' time (June) the process will be revisited to support your progress and the organisations commitment to supporting you.

Everyone in this organisation has an important role and like any good machine it needs to have regular services to ensure everything is working smoothly – please consider the appraisal process as a service – that should help you in your role, and the whole organisation, be more effective.



## Kent Dementia Awards

Alzheimer's and Dementia Support Services had two stands at the 'Dementia Friendly Kent Awards', that were held on the 24<sup>th</sup> October, helping to raise awareness of the organisation and the Helpline. Sophie, pictured with Angela Rippon, was a finalist in the 'Inspiring Volunteer' category having raised over £400 in a school project which she then donated to us.



## Staff Notices

Maha Forster, our newly appointed apprentice, would like to say a big thank you to all of our staff for being so welcoming to him. The transition into a working office has been so much easier, all thanks to everyone's friendly nature.

We would like to say goodbye and good luck to Sherrie. After starting with us back 2007 Sherrie progressed from Day Care to a much valued Senior role in the community. Sherrie is now branching out to develop her experiences further by working in a Care Home. We wish her all the best.

We would also like to wish Cecelia Yardley good luck! She is leaving us to begin her Masters course. Those who have worked with Cecilia will know what a generous soul she is. Cecilia has helped the development of new pieces of work and with developing partnerships across the sector. We wish her all the best for the future and look forward to seeing her when she pops in to see us all.

A 'Happy Retirement' is also wished for Ann Hales, having been with us for nearly 10 years, we wish her a lovely retirement.

## Staff Nominations for November

Lynne Lidstone would like to nominate **Wendy Forster** for all her gardening help at the Day Centre. The area is now looking loved rather than forgotten.

Kris Healey would like to nominate the **entire Day Care team** for their record breaking month! Day Care had it's most successful month **EVER!** More people attended Garden Lodge than ever before and more people were brought in by the Mini Bus than ever before, as well, meaning that we have supported an increased number of people and more importantly made a bigger impact to our service users and their families! This is something we can all celebrate together and be really proud of!

## Information on Upcoming Events

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|---------------|------------------------------------|
| 22nd November | Post Diagnostics at Jasmine Centre |
| 24th November | Bluewater Forum                    |
| 1st December  | Charity Dinner and Cabaret         |
| 20th December | Post Diagnostics at Jasmine Centre |