



Appraisal Wizard Seminar

Appraisal Wizard® is a comprehensive process management tool for facilitating the collection, analysis, and reporting of process and quality assurance, appraisal, and compliance data. The purpose of the Appraisal Wizard Seminar is to help users understand Appraisal Wizard® features and practical implementation guidance for using the tool. Learning is enhanced through **hands-on experiential learning** for the most commonly used tool features.

The seminar is conducted using explanations and illustrations of tool features, providing **step by step guidance** and examples, and allowing the participants to practice the steps using the tool with simulated appraisal data. This approach gives participants the knowledge and skills needed to use the tool during many different types of appraisals, and to support objective evidence data collection, management, and reporting leading up to your events.

Seminar material can be tailored to meet your specific needs and objectives. **We recommend adding one day of ISD consulting with this seminar to provide expert tool setup and configuration recommendations to best support your specific implementation.**

Course Content

- Product Overview
- Appraisal Planning
- Preparation
- Data Collection
- Ratings
- Graphing and Reporting
- Appraisal Wizard® Utilities

Material Provided

- AW® Participant's notebook

Course Duration

- One day. This course is tailorable.
- This class is typically delivered on client sites but may also be done in public settings.

Prerequisites

- No prior knowledge or experience with appraisal tools is needed
- Knowledge or experience with appraisal methods and data collection needs are recommended

Who Will Benefit

- Process and Quality Assurance specialists performing internal compliance activities
- Appraisal team members
- Individuals involved in collecting and providing evidence for an appraisal

Client Site Logistics Requirements

- LCD projector and screen and Flip charts
- Classroom for 20 participants and 1 instructor
- Desktops or laptops set up with AW licenses installed.