Integrated System Diagnostics

SEI Partner

Appraisal Preparation Seminar

The purpose of the Appraisal Preparation Seminar is to **provide practical guidance for improving the efficiency and effectiveness** of your organization's appraisal preparation activities. This course **explains evidence types and requirements**, and how to determine how much objective evidence is required to support a successful appraisal. You will be given an opportunity to **discuss typical model interpretation** issues and institutionalization as it relates to your data collection and appraisal preparation. We propose a **technique for validating the data you collect** to ensure it is the data needed to demonstrate your true and best capability.

We will explain our **appraisal life cycle model** and how it relates to the data you collect for a suite of appraisals. We will provide techniques, guidelines, work instructions, and checklists for ensuring your data collection is **successful the *first* time**. These assets have been proven successful through use in multiple appraisals.

Our instructors are **Certified Lead Appraisers** who have deep model and appraisal knowledge and experience; all are Lead Appraisers, usually in multiple methods, and against multiple reference models.

As a course participant you will receive the foundational knowledge to enable you to
- **Understand** the importance and benefit of using **a well defined data collection process**
- **Comprehend the appraisal life cycle** and the relationship of the reference model to the appraisal process.
- **Understand practical approaches** to collecting, organizing and evaluating objective evidence

The direct benefit of this course is to ensure your organization is ready to succeed in an objective appraisal, reducing preparation costs while simultaneously mitigating appraisal risk.

Course Content

- Appraisal life cycle model overview
- Understanding objective evidence needs
- Data collection techniques
- Data validation techniques
- Practice interpretations
- Practice implementation and institutionalization rules and guidelines

Material Provided
- Presentation hard copy and exercise materials
- Reference materials (i.e., checklists, guidelines, frequently asked questions, etc.)

Course Duration

- 1 day
- Lectures, demonstrations, and class exercises
- This class is available in public and client site forums

Prerequisites

This is an introductory course. There are no prerequisites. Some reference model and appraisal process knowledge is helpful.

Who Will Benefit

- Practitioners and managers preparing their organization for a process appraisal
- Individuals designated as team members for a model-based appraisal.
- Process group members who are responsible for leading process appraisal preparation activities

Client Site Logistics Requirements

- LCD projector and screen
- Flip charts
- Classroom for 20 participants and 1 instructor
- ISD will use its tool, Appraisal Wizard®, to demonstrate concepts and techniques presented.

®Appraisal Wizard is registered in the U.S. Patent & Trademark Office by Integrated System Diagnostics, Inc.