

Performance Management for Supervisors of CSEA employees

Monday, November 23, 2009

1pm – 2:30pm

Raymond Hall 8th floor lounge

Supervisors have the important responsibility of managing the performance of employees. This workshop will help you with the performance program process and teach you how to conduct effective evaluations.

AGENDA:

Performance management overview

Writing a SMART (specific, measurable, achievable, realistic, time bound) performance program

Communicating and giving feedback

Evaluating employee performance

FACILITATOR: Mary Dolan

To register for this session, please contact Heidi Walker at extension 2094 or email walkerhl