



Training Information



Northeastern Illinois Public Safety Training Academy

2300 Patriot Blvd. Glenview, IL 60026

January 31, 2020 8:00am-4:00pm

EMPLOYEE EVALUATIONS: SOLUTIONS TO IMPROVE PERFORMANCE

Register at: **[Employee Evaluations: Solutions to Improve Performance](#)**
or at: **www.on-targetsolutionsgroup.com**

Who should attend: This one day course is designed for all government professionals from chief executive to first-line supervisors that evaluate employee performance.

What if we could take the angst out of conducting employee evaluations? This frustration is not only on the part of the evaluator, but also the employee receiving the evaluation. This training will provide concrete solutions on how to easily complete these forms and improve employee motivation and effectiveness.

Organizations, as well as those supervisors that complete employee evaluations, must understand the importance of this critical function. This training will focus on preparing the employee evaluation within your current evaluation system. Other forms of performance review will also be discussed. By completing accurate, detailed, and specific evaluations, evaluators will improve the efficiency and effectiveness of their employees. In addition, quality employee evaluations are defensible for future employment actions should it be necessary. **The outcome of this training is to understand the purpose of employee evaluations is not to deliver a rating, but to improve performance!**

Topics Include:

- Best Practices for Employee Evaluations
- Why are evaluations so important?
- Differences between quantitative and qualitative measurements
- Planning for the review process and the need for supportive documentation.
- Legal considerations
- The importance of equitable evaluations
- Performance evaluation language samples
- The need for ongoing feedback sessions
- **Sample evaluation forms and evaluation language are provided!**

On-Target Solutions Group, Inc.
P.O. Box 491 Yorkville, IL 60560
815-545-1609

What others have said:

"Great handouts and examples. I have a TON of ideas to take back to my department."

"Liked the instructions with the involvement of the class. Made the class interesting....with real life examples."

"Very knowledgeable about the topic and very willing to bring class knowledge and participation into the fold. Taking back a lot of useful information to my agency."

"Great communication skills, related information well. Was good for development, made me realize my weaknesses in past evals I have completed."

Fee \$150.00

(\$125.00 if 3 or more from same agency or attending supervisor seminar the prior 2 days)