



# Training Information



**Iowa Law Enforcement Academy**  
7105 NW 70th Avenue, Johnston, IA 50131  
**September 25, 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](http://www.on-targetsolutionsgroup.com)**

**Who should attend:** This one day course is designed for all law enforcement professionals from chief executive officer 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
- SMART goals for evaluations
- 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
- The need for feedback sessions

### **What others from Iowa have commented:**

*"Very knowledgeable about the topic and very willing to bring class knowledge and participation into the fold. This class provided me a lot of great information to take back to my agency."*

**Sgt. Ryan Pittman, Mills County Sheriff's Office**

*"Good discussion and examples. Kept things moving and subject matter was on point. Has done the job and credibility is there. I have a ton of ideas to take back to my department. Didn't really find anything I won't use."*

**Chief Lisa Kepford, Tipton Police Department**

*"Liked the interaction with the class and class involvement. Made the class interesting and used real life examples."*

**Sgt. Josh Cizmadia, Nevada Police Department**

**Fee \$175.00**

(\$150.00 if 3 or more from same agency or attending On-Target Solutions for LE Managers & Supervisors prior 2 days)

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