



Training Information



Illinois Law Enforcement Alarm System
1701 E. Main St. Urbana, IL 61802
February 17, 2022 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 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. 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

"Great presenter. Exactly what I was looking for!. Concise with a lot of relevant information."

Deputy Chief Adam Yates, Quincy PD

"Very knowledgeable on the subject and very detailed. This will assist in starting our evaluation program."

Deputy Chief Tyler Kent, Mendota PD

"Very Informative. Great info to have a put to use. The strongest feature was the knowledge shared about the evaluation process."

**Office Administrator Linda Hood,
Peoria County States Attorney Office**

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

Fee \$175.00

(\$150.00 if 3 or more from same agency or
attending Managers and Supervisors prior 2 days)