

Performance Evaluation



Course Number:	MTS NC 401	Scheduled Sessions:
Cost Per Person:	No Charge/Participating, \$188/Non-Participating	7/18/19
Eligibility:	Managers & Supervisors	9/24/19
Instructor:	Kim Hanson	12/12/19
Length:	8:30 am - 4:30 pm	2/12/20
Certificate Series:	Leadership Development Certificate	4/10/20
Location:	Des Moines, Hoover State Office Building, Level A	6/23/20

Overview:

This course focuses on teaching you how to provide and deliver effective employee performance evaluations. Performance evaluation is discussed as a process and not just a one-time event, and provides your agency with the foundation for an effective performance evaluation system.

Objectives:

- Identify personal assumptions regarding employee evaluation
- Review the purpose of the performance evaluation process
- Identify standards for goals, performance criteria, action steps and timetables
- Discuss methods to provide positive and negative feedback
- Review methods to conduct the performance evaluation conference