

2018 Evaluation Training Resources

In-person Training:

To enroll in training sessions, go to the [Learning Portal](#) and search by course name or number.

Navigating the Staff Evaluation (HSC-NSE18)

- Learn how to navigate the performance evaluation form
- Understand the expectations of each section of the performance evaluation
- Understand definitions and examples of ratings
- Increase awareness of types of rater bias

Sessions:

- July 24th from 2-3 pm (EAD 291)
- August 2nd from 10-11 am (EAD 291)

Goal Setting (GS18)

- Understand the difference between tasks and outcomes
- Learn how the goal model sets the framework for goal development
- Help team members and supervisors write effective and measureable goals
- Develop skills to manage goal attainment and next steps

Session:

- August 16th from 10-11 am (EAD 291)

Performance Management (PM16)

- Understand components of the performance management cycle.
- Help team members set clear and measurable goals and connect goals to organizational initiatives.
- Offer ongoing feedback for positive guidance and improvement.
- Develop credible measurements that impact results.

Sessions:

- July 23rd from 2-4 am (EAD 291)
- August 10th from 10-12 (EAD 719)

Supervisor Communication Skills (SCS16)

- Understand impact of nonverbal cues when conveying a message.
- Identify and apply techniques to encourage critical thinking skills and promote discussion while leading a team.
- Identify and refine techniques to deliver assertive communication.
- Understand the importance of receiving feedback.

Sessions:

- July 18th from 9-11 am (EAD 524)
- August 15th from 2-4 pm (EAD 291)

Deconstructing the Difficult Conversation (DDC18)

- Understand the nature of difficult conversations.
- Identify a process for handling difficult conversations.
- Learn to minimize negative responses and strengthen relationships.
- Apply best practices for preparing, initiating and delivering the conversations.
- Discover how to generate solutions and bring the conversation to a close.

Sessions:

- August 7th from 9-11 am (EAD 719)
- August 22nd from 2-4 pm (EAD 291)

Online Training:

EAP Webinar- Giving Feedback for Managers (GFM18)

July 17th from 3-4 pm

- Why feedback is essential?
- How to give effective feedback.
- Increase awareness of emotional impact.
- Enhance your ability to utilize feedback effectively.

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- [Delivering Employee Feedback](#)
- [Effective Listening](#)
- [Giving and Receiving Feedback](#)
- [Interpersonal Communication](#)
- [Managing High Performers](#)
- [Having Difficult Conversations](#)