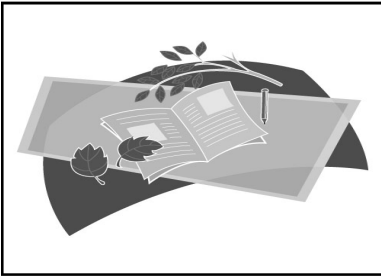


TEXAS LEADERSHIP INSTITUTE

Schedule for 6.0 Hour Credit Courses

COURSE 1474 – DEVELOPING SUCCESSFUL PERFORMANCE EVALUATIONS

- 8:30 am - 9:00 am **Registration**
- 9:00 am - 10:00 am **Session A: Introduction & Overview : The Performance Appraisal**
- Rationale and Learning Objectives; Goals of the Assessment Process
 - The Assessment Model; Special Circumstances; Minimize Legal Pitfalls
- 10:00 am - 10:15 am **Break**
- 10:15 am - 12:15 pm **Session B: Preparing for the Performance Appraisal**
- What is a Job Performance Standard?
 - Sources, Types & the Development of Effective Job Performance Standards; Components of Effective Job Performance Standards
 - Recommendations for Customizing Job Performance Standards
 - What Information Should You Gather? Synthesizing the Data
 - Dealing with Insufficient Information
- 12:15 pm - 1:00 pm **Lunch (on site)**
- 1:00 pm - 2:30 pm **Session C: Writing the Performance Appraisal**
- Performance Factors Criteria;
 - Rating Guidelines; Sample Performance Rating System
 - Considerations for Writing the Performance Assessment
 - Writing Activity; Language to Avoid; Effective & Ineffective Activity
 - Assessing Fairly; Good Manager vs. Bad Manager Activity
 - Completing the Professional Development Plan
 - Supervisors Performance Assessment Checklist
- 2:30 pm - 2:45 pm **Break**
- 2:45 pm - 3:45 pm **Session D: Conducting the Performance Appraisal Meeting**
- Pre-Assessment Preparation; Supervisor's Meeting Preparation
 - How Not To Conduct a Performance Appraisal Meeting with an Employee; Guidelines for Conducting Successful Meetings
 - When Should a Supervisor Change a Rating?
- 3:45 pm - 4:15 pm **Session E: The Next Steps in the Appraisal Process**
- What Should I Do with the Appraisal?
 - How Do Merit Raises Relate to Appraisal Ratings?
 - Actions Taken for Less or Very Favorable Appraisals



Course Just \$99

REGISTER NOW!!

Registration fee
includes lunch, course
materials and
instruction



Come Join Us
at the
Texas Leadership
Institute

Register for this course
via the Website at
www.texasleadership.org
or
fax the registration form to
(512) 473-3308

Questions?

Phone:
800-776-5272 ext. 3252

E-Mail:
Ray.Alvarez@lcra.org

Community Education and Training Series

Course 1474

Developing Successful Performance Evaluations

Learn How to Prepare, Write and Conduct a Performance Appraisal

This Course Will Teach You The:

Goals of the Assessment Process

Components of Effective Job Performance Standards

Performance Rating Guidelines

Assessing Fairly

Language to Avoid

Effective or Ineffective Activity

Performance Rating Guidelines

Closing Out the Appraisal Process

And You Can Do It All While Having Fun!