

2014 Training Alert

Preparing for Performance Evaluations

Just in time to help you prepare for reviews...

Performance plans and performance evaluations are a critical piece of performance management. At the end of this workshop, participants will be able to:

- Leverage mid-year evaluations to achieve more effective year end evaluations
- Appreciate the importance of performance evaluations in the performance management process.
- Set clear expectations and goals that will guide employee performance in the year to come.
- Learn to incorporate employee development plans into performance evaluations.
- Apply best practices to prepare a performance evaluation.

Instructor(s)

Training personnel from across the City

Course Length: 3.5 hours	
Choose <u>only one session</u> listed below:	
DATES	TIMES
November 19, 2014	1:00 pm – 4:30 pm
December 10, 2014	8:30am – 12:00pm

Target Audience: Supervisors and above

Maximum # of participants: 24

Location: Provided via email confirmation.

Cost: NO CHARGE

REGISTRATION: Log onto Employee Self-Service (ESS) to register. ESS confirms your registration with an email from training@seattle.gov.

CANCELLATION: Cancellations are made via Employee Self-Service

“one city, one employer”

ADA/Reasonable accommodation is provided upon request.