



## Training Information



**February 22, 2019 8:00am—4:00pm**

### **Auburn Police Department Training Facility**

**1135 West Auburn Drive Auburn, IN 46706**

## **EMPLOYEE EVALUATIONS: SOLUTIONS TO IMPROVE PERFORMANCE**

**Register at: [Employee Evaluations: Solutions to Improve Performance](#)  
or at: [www.on-targetsolutionsgroup.com](http://www.on-targetsolutionsgroup.com)**

**Who should attend:** This one day seminar is designed for all 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.

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!

**Sample evaluation systems and language will be provided to the participants.**

#### ***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

#### **What others have commented:**

*"Clearly understood all facets of employee evaluation with extensive real-life experience. I appreciate the willingness to address participants personal and agency challenges."*

*"Gave out great materials for me to take back to my department. I would recommend this course to anyone who does evaluations."*

*"I like the specific examples to go on and mold to our jobs. Showed how we do not need to dread evaluations if you prepare in advance and share expectations year round."*

**On-Target Solutions Group, Inc.  
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**Fee \$150.00**

(\$125.00 if 3 or more from same agency or attending supervision seminar on Feb. 20-21, 2019)