



## Training Information



**September 12, 2018 8:00am—4:00pm**  
**Illinois Law Enforcement Alarm System**  
**1701 E. Main St. Urbana, IL 61802**

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

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

Organizations, as well as those supervisors that complete employee evaluations, must understand the importance of this critical function. 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!**

**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

All of the On-Target Solutions Group presenters on this topic are current/retired law enforcement executives that have vast amounts of experience on employee evaluations.

This training is the natural extension of our On-Target Solutions for Supervisors course, but it is not a requirement to complete that training.

**Fee \$125.00**

**(\$100.00 if 3 or more from same agency or attending On-Target Solutions for Govt. Supervisors the prior 2 days)**

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

**On-Target Solutions Group, Inc. P.O. Box 491 Yorkville, IL 60560 815-545-1609**