

Dates: December 8 & 10

Time: 9:00—noon

Performance Evaluation Training

Session I: Conducting the Performance Evaluation:

This workshop points out important aspects of performance management and is centered on stages in the evaluation cycle. You will learn how to develop tailored performance standards based on major job responsibilities

Register at www.hra.iupui.edu/signup. Questions call 274-4438

Session II: Performance

Review and Feedback Meeting:

This workshop focuses on planning, preparing for, and conducting the face-to-face performance evaluation meeting.

You will learn key behaviors in successful performance evaluations, effective communication styles, how to deal with negative reactions, and ways to encourage employee participation in the evaluation meeting.

**Location: Union Building North,
UN 372 (HRA's Conference Room).
Check in at HRA reception, UN 340**

Presented by John Hazer, Ph.D.,
Department of Psychology