



Performance Reviews: Making Them Meaningful, Useful & Worthwhile

Presented by:

Jo Anne Preston, MS, Workforce & Organizational Dev. Manager, RWHC

Wednesday, May 9, 2012

9:00 a.m.-12:00 noon

RWHC Office & Training Center, 880 Independence Lane, Sauk City

Workshop Description

Many managers find themselves with a deadline to complete performance reviews without ever having had any training in the how and why of performance reviews. Often new managers rely only on having been a recipient of past reviews as a benchmark. Even if that experience was a great one, it still doesn't give you all the tools you need when you are on the "other side of the desk." Performance reviews either motivate, or de-motivate, employees.

Regardless of what tools you currently use, this workshop will teach you skills that make a performance review motivating and meaningful for your employees.

Workshop Objectives

Participants will learn to:

1. Identify at least 4 tips for preparing, conducting and following up on performance reviews
2. Clarify how performance reviews help employees be more strategic in work decisions
3. Avoid common biases in performance reviews
4. Improve alignment of individual goals to organization goals
5. Encourage accountability to goals through engaging employees in the process

Target Audience

All healthcare managers, both experienced and new in their role

Consider taking this workshop if the following are mostly true for you:

- I have not had training in how to conduct an effective performance review
- I have done performance reviews but they lack meaning and feel like more of a perfunctory duty than a creative dialogue
- I tend to put off conducting reviews for employees who have not been performing up to my expectations
- I have some great employees. I tend to just rate them excellent at everything and am not sure how to use the performance review to help them grow
- I want my employees to leave a performance review with a clear sense of personal and organizational direction and to be motivated to do their best

Continuing Education Credit

0.3 continuing education units (CEUs) will be provided through RWHC, a CEU provider through the Wisconsin Society for Healthcare Education and Training (WISHET).

Workshop Fee

RWHC Members: \$90 per person

Non-RWHC Members: \$110 per person

Registration deadline is April 18. Organizations that register three or more participants for this workshop will receive a 20% discount.

Please do NOT send payment; RWHC will invoice your organization. For questions, please contact Carrie Ballweg, Education Coordinator, 608-643-2343.

Cancellation Policy

Cancellations received up to two weeks prior to a program will receive a full refund, less a \$25 processing fee. No refunds will be given for cancellations received less than two weeks prior to the program. Substitutions are accepted.

Workshop Registration

***Performance Reviews:
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Wednesday, May 9, 2012 from 9:00 a.m.–12:00 noon***

Please print clearly and provide complete information:

Organization: _____

Address: _____

Name: _____ Title: _____

E-Mail: _____ Phone Number: _____

Name: _____ Title: _____

E-Mail: _____ Phone Number: _____

Name: _____ Title: _____

E-Mail: _____ Phone Number: _____

Please do not send pre-payment, RWHC will invoice your facility.

Please return this registration form by April 18 to:

RWHC
Attn: Denise Sackmann
880 Independence Lane
Sauk City, WI 53583
Fax: (608) 643-4936