

## Registration

**YES** I need to expand my skills to help my employees achieve more.

**Enroll me today**

(Group discounts and on-site training is available)

### Your Organization

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### About the Attendee(s)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail address: \_\_\_\_\_

(Please list additional names on separate sheet)

### Method of Payment

**Important:** Send your payment promptly, Tuition is due prior to workshop without prior agreement.

**Make check payable to:** Choices In Community Living

**Submit remittance to:** 1651 Needmore Road, Dayton Ohio 45414 (attn: **Human Resources**)

### Registration Fee:

\$89.00/session/individual

\$79.00/session/individual for 2 or more)

### Please check one of the following:

Registration fee enclosed, check#: \_\_\_\_\_

Amount:

\$ \_\_\_\_\_

Bill my organization: \_\_\_\_\_

(Attention: \_\_\_\_\_)

**Tax Exempt #:** \_\_\_\_\_

(Please attach a copy of your tax-exempt Certificate)

**Note:** If you've already registered by phone, fax, or email,

## Choices - Made Training Services

Professional Development Workshop Series

*\* Cost-Sensitive \* Time-Conscious \* Effective Training*

### Workshop Series Focus

and

### Philosophy

The investments that an organization makes in staff hours and financial resources to effectively and efficiently manage its business operations is significant. As a manager or soon to be, you need to have the knowledge, skills, and attitude to identify, interpret, comprehend, and appropriately respond to a wide range of staffing related issues that can positively or negatively impact the work product of your department or total agency.

This professional development workshop series is designed to provide attendees with accurate, current, and practical information and techniques that can be applied immediately in the workplace for effective results.

(937) 898 - 2220

## Choices - Made Training Workshops



Performance Evaluations during Tough Economic Times

June 23, 2011

Sinclair

Community College

Ponitz Center

444 West Third Street

Building 12

9:00 - 12:00

## Performance Evaluatiuon & Perforamnce Review

- \* Are you a supervisor who hates to give your staff performance evaluations?
- \* Does your staff get nervous and uncomfortable when you talk about conducting their performance reviews?
- \* When agency finances are extremely tight and wage increases are not anticipated, why do a performance evaluation?

As an supervisor you have the right and responsibility to require and ensure that each of your employees are satisfactorily fulfilling the duties and responsibilities of their position on a daily basis.

The truth about performance evaluation is that most supervisors and staff HATE them. Most executives see little value in them because they generally are not tied to organizational objectives and agency outcomes.

Attendees of this workshop will learn about the multiple steps and stages of the employee performance evaluation process. You will learn how to evaluate an employee's total effort and performance for the evaluation period versus reviewing the employee's most recent performance. You will learn how to plan the evaluation meeting in advance with and without the employee.

This workshop will show you how to prepare your presentation, it will demonstrate how to identify examples of prior performance, good and bad, to show the employee your specific issues, concerns, & deseried outcomes.

This workshop will assist you in creating relevent timetables and benchmarks for the employee moving forward and to guide the employee in the right direction to reduce confusion for both you & your staff.

## Future Workshops

### Effective Meeting Management

**August 23, 2011**

Businesses invest millions of staff hours to attend and participate in meeting. The dollar cost is astonishing. The difference between a good and bad meeting is more than just the person responsible for running the meeting. Good meetings have some very basic characteristics in common. This workshop outlines effective and successful meeting management characteristics and principles that when implemented will increase the effectiveness and impact of your meeting.

### Defensible Termination & Documentation

**October 26, 2011**

Confused about the legal requirements involved in disciplining or terminating an employee? Concerned that your progressive disciplinary system is not really progressive? Concerned that your documentation is incomplete, harmful, and a liability? Then this worksop is designed for you. Know your rights as an employer and ensure a productive and engaged workforce.

Reserve your spot today!  
(937) 898-2220

## About the Presenter

Trent Grooms is the Human Resources Director for Choices In Community Living and the founder of T. Grooms & Associates, Inc., a human resources consulting firm established in 1986.

With approximately thirty (30) years experience in the human resources field, through his experiences Trent has conducted staff development and skill enhancement training workshops for public and private sector employers ranging in size from small mom & pop organizations to fortune 500 companies.

With direct experience in the non-profit and community action environments for more than fifteen (15) years, Trent is knowledgeable and experienced in addressing many of the human resource related issues that many non-profits and community action agencies encounter on a daily basis.

### Who Should Attend?

This series contains valuable information for:

*New Supervisors*

*Experienced Supervisors*

*Future Supervisors*

*Human Resource Professionals*

*Group Leaders*

*Special Project Leaders*