



Workshop Announcement

Maximizing Performance Through Evaluation, Documentation and Discipline

This hands-on workshop is designed to give managers and supervisors a broad overview of the techniques, skills and tools they need to effectively manage employee work performance. Learn to maximize performance management techniques with topics that include:

- Setting and monitoring employee performance goals
- Using performance management techniques to build communication and trust
- Understanding the dynamics of one-on-one communications
- Using constructive feedback as a powerful management tool
- How documentation can make or break an employer's defense of discipline or in litigation
- Using a supervisor's file appropriately and effectively
- Using ongoing documentation and performance evaluations to nip problems in the bud and improve performance outcomes
- Creating useful and defensible documentation and written performance evaluations
- Eliminating unpleasant "surprises" from year-end reviews
- Effective implementation of discipline if necessary

Who Should Attend?

Department Heads, Managers, Upper-Level Supervisors and Human Resources Staff

*This course is eligible for credit in the LCW Public Sector Employment Relations Certificate Program. An acknowledgement form will be available at the workshop.

MCLE Credit

LCW is an approved provider for Minimum Continuing Legal Education (MCLE) Credit. Attorneys attending this course will receive 2.75 hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the workshop.

DATE: Wednesday, November 1, 2017

TIME: 1:00 PM – 4:00 PM

PRESENTER: Danny Y. Yoo

LOCATION: Oxnard Performing Arts Center, Ventura Room
800 Hobson Way, Oxnard, CA 93030
(Map and directions included.)

RESERVATIONS: Please register directly through your agency's HR Department.