

## The Art of Writing the Performance Evaluation

Supervisors and managers sometimes view performance evaluations as just another record-keeping requirement. But a well-prepared evaluation is more than just a record. It is a critical component of an employee's progress within an organization. This Workshop will provide participants with practical guidance in the mechanics of drafting effective performance evaluations. Other LCW workshops focus on the importance of evaluations in performance management, highlighting their purpose and function. Although this Workshop briefly addresses those topics, the focus of the Workshop is on practical tips and exercises for writing effective, accurate, and thorough evaluations. There will be interactive practical exercises, including a review of detailed fact patterns about fictional employees, and participation in individual and group exercises focused on writing and re-writing sections of the fictional employees' evaluations. Participants will also receive model evaluation language based on the fact patterns and the writing tips for later use in real evaluations. With this hands-on approach, participants will leave this Workshop with confidence that they can draft effective performance evaluations.

### Who Should Attend?

Supervisors and Managers

### 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, March 20, 2019

**TIME:** 8:30 A.M. – 11:30 A.M.

**PRESENTER:** T. Oliver Yee

**LOCATION:** Thousand Oaks Civic Arts Plaza  
2100 E. Thousand Oaks Blvd.  
Thousand Oaks, CA 91362  
(Directions and map included.)

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