



Training Information



Oak Forest Park District (South Building)

Hosted by: Oak Forest Police Department
15601 S. Central Ave., Oak Forest, IL 60452
November 2, 2022 8:00am-4:00pm

EMPLOYEE EVALUATIONS: SOLUTIONS TO IMPROVE PERFORMANCE

Register at: [Employee Evaluations: Solutions to Improve Performance](#)
or at: www.on-targetsolutionsgroup.com

Who should attend: This one day course is a designed for all government professionals from chief executive to first-line supervisors that evaluate employee performance.

What if we could take the angst out of conducting employee evaluations? This frustration is not only on the part of the evaluator, but also the employee receiving the evaluation. This training will provide concrete solutions on how to easily complete these forms and improve employee motivation and effectiveness.

Organizations, as well as those supervisors that complete employee evaluations, must understand the importance of this critical function. This training will focus on preparing the employee evaluation within your current evaluation system. Other forms of performance review will also be discussed. By completing accurate, detailed, and specific evaluations, evaluators will improve the efficiency and effectiveness of their employees. In addition, quality employee evaluations are defensible for future employment actions should it be necessary.

The outcome of this training is to understand the purpose of employee evaluations is not to deliver a rating, but to improve performance!

Topics Include:

- Best Practices for Employee Evaluations
- Why are evaluations so important?
- Differences between quantitative and qualitative measurements
- Planning for the review process and the need for supportive documentation.
- Legal considerations
- The importance of equitable evaluations
- Performance evaluation language samples
- The need for ongoing feedback sessions
- **Sample evaluation forms and evaluation language are provided!**

"Well versed on the subject. Explained things well. easy to understand and bring back to department. The strongest feature was interaction amongst students made seminar more interesting."

Cmdr. Tim Rolewicz, Cicero PD

"Very knowledgeable on the subject and very detailed. This will assist in starting our evaluation program."

Deputy Chief Tyler Kent, Mendota PD

"Instructor clearly exhibits high skill and experience in employee evaluating. That knowledge was expertly communicated in a way that could be understood by the class." Deputy Fire Chief Gregory Fithian, Cicero FD

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Fee \$175.00

(\$150.00 if 3 or more from same agency or attending manager and supervisor seminar prior 2 days)