



## Training Information



**North Aurora Police Department**  
**200 S Lincolnway St, North Aurora, IL**  
**September 9, 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](http://www.on-targetsolutionsgroup.com)

**Who should attend:** This one day course is 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!**

*"Great presenter. Exactly what I was looking for!  
Concise with a lot of relevant information."*

*Deputy Chief Adam Yates, Quincy PD*

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

*Deputy Chief Tyler Kent, Mendota PD*

*"Clear, concise and personal experiences portrayed and all were relevant."*

*Lt. Matthew Bain, Urbana PD*

*"Having taken the job of fire chief in the last 6 months and working with the union, we are identifying the need for improvement in our organization. This course gave us the direction needed to improve our overall management."*

*Fire Chief Michael Piekarski, Cicero FD*

**On-Target Solutions Group, Inc.**  
**P.O. Box 491 Yorkville, IL 60560**  
**815-545-1609**

**Fee \$175.00**

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