



Training Information



O'Fallon Police Department
1019 Bryan Rd., O'Fallon MO 63366
September 29, 2023 8:00am-4:00pm

EMPLOYEE EVALUATIONS: SOLUTIONS TO IMPROVE PERFORMANCE MISSOURI POST CONTROL # 21945

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

Who should attend: This one day course is designed for the 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."

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

"Provided simple and straightforward understanding of content and how to apply the information. Also having real examples to make connections to."

On-Target Solutions Group, Inc.
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815-545-1609

Early Registration Fee: \$195.00
(\$300.00 if 3 or more from same agency)

Any registration after August 31, 2023
Fee: \$215.00