



# Training Information



**South Jordan Police Department**  
**10655 S Redwood Rd., South Jordan UT 84095**  
**September 23, 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 law enforcement professionals from chief executive officer 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
- Earning commitment from employees

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

*"The information was delivered well. I received the exact information I was hoping to receive. I highly recommend."*

*"The instructor kept the material interesting and kept me engaged. Great material on how to properly evaluate subordinates. Easy format and good information as to how to conduct evaluations and keep them positive."*

*"The instructor kept the subject moving along in an easy to follow, relaxed format. I enjoyed His extensive experience in law enforcement and doing employee evaluations was certainly a benefit for this class. Will certainly attend more classes. Gave me a good understanding of how to begin our employee evaluation program."*

**Fee \$175.00**

(\$150.00 if 3 or more from same agency)