



Toister Performance Solutions, Inc.

# High Performance Evaluations

## *Performance Evaluation Workshop*

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### **Overview**

Effective leaders use formal reviews to provide clear feedback and set goals that drive future performance. This hands-on workshop helps managers and supervisors develop the skills needed to write and deliver meaningful reviews.

### **Audience**

Managers, supervisors, or anyone who writes and delivers performance reviews.

### **Formats**

Half day (4 hours)

### **Description**

This hands-on workshop helps managers and supervisors develop the skills needed to write and deliver reviews that will drive measurable improvements in employee performance. The training makes extensive use of role-playing and group discussion to help participants fully understand the concepts presented.

- Why do we do performance evaluations?
- Using the evaluation to clarify expectations and gain employee buy-in.
- Setting clear goals and objectives for the coming year.
- Avoiding rating errors such as halos, horns, or central tendency.
- Providing honest and direct feedback, even when the conversation is difficult.

### **Testimonials**

Here are a few participant comments about the High Performance Evaluations class.

- *"I liked the visibility into (our company's) ratings and expectations."*
- *"The entire workshop was great! So glad I came today."*
- *"The best part was the scale calibrations and horns and halos because I was not aware of this."*
- *"Learning why it is important to evaluate all employees based on a similar metric was very timely."*
- *"The game show at the end was a lot of fun!"*

### **Schedule a Class**

Contact Jeff Toister at 619-955-7946 or [jeff@toistersolutions.com](mailto:jeff@toistersolutions.com) to schedule your workshop.