# Questions Covered in the Three Part
# Performance Management Teleseminar Series
## (30-40 minutes each)

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## PART 1: "Assembling the Performance Evaluation Puzzle" Teleseminar

- Why are performance reviews important, especially at this time when everyone is too busy and it's not tied to compensation?
- What do's and don't do you recommend when preparing for the review process?
- What are the key performance dates and what general suggestions do you have to maximize each phase of the process?
- How should I handle goals/objectives that have been added, modified or deleted during the review cycle?
- Are self assessments required and how can I maximize its use?
- What additional resources do I have available to me to help me throughout this process?

## PART 2: "Writing Effective Performance Reviews" Teleseminar

- What do's and don't do you recommend when completing employees' evaluations?
- What documentation should be factored into the review and what should be avoided?
- How can I best use the narrative sections of the evaluation?
- What phrases should I avoid on the evaluation?
- Where does the reviewing officer (reviewer's supervisor) fit into this process?
- Besides providing feedback, how can I use the evaluation process to improve individual and department performance?

## PART 3:"Strategies to Conducting Effective Performance Discussions...Especially Uncomfortable Ones" Teleseminar

- How should I prepare for and structure a meaningful performance evaluation meeting?
- How can best use questions to maximize two-way communication in the performance review discussion?
- What other communication strategies do you recommend during the meeting?
- How can I prepare for difficult conversations in the performance review discussion?
- How can I deal with an employee's defensiveness in the performance evaluation discussion?
- Can evaluations or the process be grieved/appealed?