



ICTT's February Supervisors' Connection

A Special 4-Hour In-depth Training

How to Write and Deliver Effective Performance Appraisals

The Performance Appraisal training module is designed to help evaluators of employees and writers of performance appraisals understand the performance appraisal process and their responsibilities.

When you complete this workshop you will be able to demonstrate:

- ✓ Knowledge of legal considerations in performance appraisals.
- ✓ Knowledge of the steps in the performance appraisal process by diagramming the process-flow and the individual responsibilities in each step.
- ✓ Completion of the Performance Appraisal form for a direct report including ratings for each competency, writing meaningful narrative comments, summarizing the employee's accomplishments, and clearly defining actionable and attainable development opportunities for the following performance management cycle.

Ginny Pikora is a seasoned Human Resources professional with over 15 years experience in providing high-impact performance improvement solutions to both large and sized companies.

Date: **Wednesday, February 17, 2010**
 Cost: \$ 99.00 per workshop (includes continental breakfast)
 Place: The Institute for Corporate Training and Technology – NSCC
 Route 62, Elliott St, 100 Cummings Center, Suite 121E, Beverly, MA

Cancellations must be received one week prior to the event to receive a refund.

Workshop may be rescheduled if minimum enrollment is not met. Inclement weather: Call 978-762-4200.

Please complete all questions on this registration form and fax to: NSCC 978-236-1220 or mail payment and registration form to: **Mr. Tommie Watson** North Shore Community College – ICTT 181 Elliott Street, The Cummings Center, Suite 121E, Beverly, MA 01915

Date of Birth: Month _____ Day _____ Year _____ Gender: Male Female
 (Circle one)
 Last Name _____ First Name _____ Middle Initial _____
 Street Address _____ City _____ State _____ Zip _____
 Primary Telephone () _____ E-mail Address _____
 Business _____ Business Telephone () _____ Extension _____

Course Code	Sec.	CRN#	Course Title	Date	Time	Cost
CSI 183	BCE	15451	How to Write and Deliver Effective Performance Appraisals	2/17/2010	8am – 12pm	\$ 99.00

TOTAL: _____

Payment MUST accompany registration form. Please make check payable to: North Shore Community College.
 MasterCard, Discover or Visa accepted. (circle one)

ACCOUNT # _____ EXPIRATION DATE (mo) _____ (yr) _____

Cardholder Signature _____