

# Training Information

## South Metro Public Safety Training Facility



7525 Braemar Blvd., Edina, MN 55439

**September 24, 2021 8:00am—4:00pm**

### **EMPLOYEE EVALUATIONS: SOLUTIONS TO IMPROVE PERFORMANCE MINNESOTA POST APPROVED COURSE # 10444-0012**

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 a 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. 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

#### **Comments from attendees:**

*"This provided a great foundation for implementing a formal, professional employee evaluation process."*

*"Very knowledgeable about the topic and very willing to bring class knowledge and participation into the fold. This class provided me a lot of great information to take back to my agency."*

*"Instructor knows the topic and had a usable, well thought out presentation. We will be changing our evaluation process, both in policy and the evaluation form currently used".*

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

**Fee \$150.00**

(\$125.00 if 3 or more from same agency or attending managers and supervisor's seminar prior 2 days)