Performance Management Series
For Managers and Supervisors

In this 4-part series, learn to engage employee commitment and improve performance.

Each class introduces core concepts, provides practical tools, and includes opportunities for practice and feedback.

Classes
We recommend, if possible, that you take this series in sequence to receive the highest return on your time investment and professional development.

1. Setting Performance Expectations
   3/18, 8:30-12:30, Laurel Heights
2. Coaching for Improved Performance
   4/15, 8:30-12:30, Laurel Heights
3. This month: Conducting Performance Appraisals
   2/18, 8:30-12:30 Laurel Heights
4. Delegating for Success & Accountability
   3/11, 8:00-12:00, Laurel Heights

You’ll learn to:
☑ Strengthen your communication skills
☑ Set clear performance expectations
☑ Conduct effective and meaningful performance evaluations
☑ Coach and develop your employees for success

To Register
- Log in to the UC Learning Center http://learningcenter.ucsf.edu with your Employee ID.
- Search for each class title.
- Click Register next to the class.
- Click Submit.

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