

# PROFESSIONAL DEVELOPMENT COURSES

## SEPTEMBER

### Employee Self Review

WED, SEPT 16, 9:00-11:00AM | PE213

Participants learn how to document and communicate their achievements, job progress and training needs/desires in a way to build their perceived value, distinguish themselves and show how strong their contributions are.

### THINK NOW: Critical Thinking & Problem Solving

THUR, SEP 17, 1:00-4:15PM | PE223

This workshop is an introduction to critical thinking that engages and challenges participants to approach their work more effectively. Through inspiring storytelling, interactive exercises, and real-world examples, attendees learn to master thinking skills that drive day-to-day decisions and problem solving.

### Crucial Conversations (PE197) \*

WED, SEP 23, from 9:00a.m.-1:00p.m., Session I

THU, SEP 24, from 9:00a.m.-1:00p.m., Session II\*

(Participants are required to attend both sessions in order to obtain course credits.) This course is for all employees and teaches skills for creating alignment and agreement by fostering open dialogue around high stakes, emotional or risky topics. This course includes a focus on creating a safety culture by increasing accountability and helping foster an environment where employees are willing to speak up when they see a situation that is unsafe.

## OCTOBER

### Performance Evaluation for Supervisors

TUE, OCT 6, 9:00-11:00AM | PE202

THU, OCT 8, 9:00-11:00AM | PE202

Through a series of discussions and exercises, supervisors learn how to avoid common rating pitfalls and gain practice in planning for and conducting performance appraisals.

## NOVEMBER

### Performance Goal Setting for Employees

TUE, NOV 3, 9:00AM-11:00AM | PE203

Employees learn the goal-setting process and how to set new and challenging goals using the S.M.A.R.T. goal model.

### Performance Goal Setting for Supervisors

TUE, NOV 10, 9:00-11:00AM | PE203S

Using the S.M.A.R.T. goal model, supervisors will practice writing specific and measurable goals to help support performance and achievement.

## PERFORMANCE RESOURCES

### Self-Study Webinars

- Creating your S.M.A.R.T. Goals
- FY20 Performance Rating Scale Review
- Managing Poor Performance

### Performance Process Timeline

1. Employee Goals Set – September 14
2. Employee Self-Review – October 2
3. Manager Review – November 2
4. Department Calibration Mtg – November 22
5. Manager Approvals and Debrief – December 14
6. Employee Review Open for Comments – After December 15<sup>th</sup>