



Online eLearning Webinar Series

Managing Staff Performance: Uncommon Results Through Effective Employee Performance Appraisals

Program Summary

Times preceding, during and following staff performance appraisals are crucial to an agency's success and continued sustainability. So effective management of this activity yields immeasurable benefits that go right to the organization's bottom line.

Yet conducting performance appraisals is one activity well meaning managers and supervisors do not look forward to and in fact avoid. Sadly, in many cases the appraisal that ultimately gets "hurriedly thrown together and delivered" falls far short of what it should be. Quite often it is one the manager themselves will be disappointed with!

Make plans now to join us for this webinar to learn effective methods for preparing for, writing and delivering an appraisal even you will be proud to receive - good or not so good!

Program Goals and Learning Outcomes:

In this webinar, participants will learn methods for planning, writing and conducting effective appraisals their staffs will look forward to receiving!

Methods taught are designed to integrate existing agency standards and activities, employee interactions and documentation that culminate in the successful and effective delivery of a performance appraisal. In this webinar, participants will learn methods for planning, writing and conducting effective appraisals their staffs will look forward to receiving!

**** Earn up to 2 CE Hours**

Date: Please view session dates and Times online

Location: On Your PC



"The webinar interactive system was easy to use. Joyfields staff were very attentive, professional, and well-organized. The presenter was clearly very knowledgeable and professional. A positive experience.."

FACULTY

Sobem Nwoko, President, Joyfields Institute

Mr. Nwoko is a human performance management consultant who has been delivering evidence supported best practices management training and consulting to private and public sector organizations since 1997.

He spent over 20 years in senior management roles at various corporations before founding Joyfields Institute in 2001. He has had responsibility for over 350 employees managing operations and driving strategic programs designed to improve processes as well as employee and customer satisfaction. Mr. Nwoko did his Bachelors degree work in Mass Communications at the University of Maryland and Graduate work in Instructional Technologies at Towson State University. As president of Joyfields Institute, he has focused his attention on evidence based best practice models for solving executive leadership challenges. He has worked to bring the best experts together to disseminate and teach these practices.

Joyfields Institute programs are delivered through live and online workshops and conferences. The company publishes websites featuring daily news, resources as well as e-publications delivered to subscriber and members online. Mr. Nwoko is married and has 2 lovely daughters. The family lives in the Atlanta, GA area of the USA

CERTIFICATE COURSE

Upon completion of the course, participants will earn CE Hours plus receive documentation of training hours as evidence of accomplishment and status as a practitioner who has acquired specific new skills. Your document is delivered upon completion of the course.

WHO SHOULD ATTEND

All personnel who have direct reports and management or supervisory responsibility for others. This program is relevant if you conduct performance appraisals.

"Loved the webinar format! Great technology and ability to limit travel time, time away from family, etc. and still get great training."

"Personally I felt for the first time that this program was developed for the work that I do."

I was very impressed with the depth of knowledge the facilitators possessed about evidenced based best-practices in the industry. However, it wasn't an over-your-head kind of dissemination . . . very practical.

** Joyfields reserves the right to change instructors if circumstances necessitate such change prior to the actual event.*

Joyfields Institute for Professional Development

Online eLearning Webinar Series

REGISTRATION FEES

Please check/circle where appropriate

Set-up: \$100 (Waived for a limited time) \$ 0

Single attendee: ___ X \$125 \$ _____

2 or more attendees: ___ X \$95 ea \$ _____

*** CE TRAINING HOURS DOCUMENTATION AND CERTIFICATE ISSUED**

TEAMS **

Teams Per Location: ___ X \$295 ea (Limited time offer. Reg. \$695) \$ _____

* Members — Take 10% OFF

* Alumni — Take 5% OFF

PAY GRAND TOTAL \$ _____

**** UP TO 20 PARTICIPANTS PER LOCATION/TEAM
CE TRAINING HOURS DOCUMENTATION AND CERTIFICATE NOT ISSUED**

**** Participants will receive webinar access details when registration is processed.]**

Complete your registration by entering participant (s) details on the registration form located on the next page

PAYMENTS AND SUBSTITUTIONS

Please make payments online at www.joyfields.org. 4 More Convenient Ways To Pay:

- **FAX** Completed Registration form to Joyfields at +1(678)605-0271
- **BILL ME** - Will pay by company check. Checks must be payable in US \$ against a US bank and made out to "Joyfields, Inc." and Mail to Joyfields, 5805 State Bridge Road, Suite G255, Duluth, GA 30097
- **CALL** Joyfields for assistance at +1(770)409-8780
- **WIRE** transfer. To pay by wire transfer, send email to wires@joyfields.org to request wiring instructions. Include your phone and fax # and we will send you details for wiring funds Questions? Send email to Yvette Hughes at Yvette@joyfields.org or call +1(770)409-8780.

All payments must be received to participate. If there is a chance payment may not reach us before the program date, a Purchase Order will be required.

Participants may substitute attendees, at any time prior to the program start, with no penalty.

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Please use this form to process your registrations. Complete the form and fax to +1-678-605-0271

Webinar Name: _____ Webinar Dates: _____

Approving Manager Name: _____ Title: _____

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Address: _____

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Attendee #1 OR COORDINATOR INFO IF TEAM Attendee #5

Full Name: _____ Full Name: _____

Email: _____ Email: _____

Title: _____ Title: _____

Attendee #2

Attendee #6

Full Name: _____ Full Name: _____

Email: _____ Email: _____

Title: _____ Title: _____

Attendee #3

Attendee #7

Full Name: _____ Full Name: _____

Email: _____ Email: _____

Title: _____ Title: _____

Attendee #4

Attendee #8

Full Name: _____ Full Name: _____

Email: _____ Email: _____

Title: _____ Title: _____

**** To register over 8 participants, please make copies of this page. Thank you.**

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