



## Online eLearning Webinar Series

### Performance Appraisals: Prepare, Write and Deliver Effective Employee Reviews

#### Program Summary

Success and continued sustainability of any agency is driven by how the management team navigates the employee performance review process. What goes on before, during and after the event yields benefits which go straight to the bottom line. Yet the process is one many well-meaning managers and supervisors avoid, or at best do not look forward to. Ultimately the appraisal "thrown together" is one the manager themselves would not want themselves.

This course is taught by Sobem Nwoko, President, Joyfields Institute who oversaw his fair share of performance reviews while supervising his team of nearly 400 employees which included managers and supervisors. The program is designed to help management motivate staff to perform at high levels through a methodology for preparing, writing and delivering required appraisals managers will be pleased to deliver, or receive themselves - good or bad!

**Date:** Please view session dates and Times online

**Location:** On Your PC

In this 120-minute webinar, participating supervisors will;

- Be in a position to help their agency raise results to new levels
- Be in a position to motivate their teams through the use of effective performance evaluation procedures
- Learn to integrate established agency standards with their ongoing staff interactions and documentation.
- Introduced to methods for seamlessly planning, writing and conducting effective appraisals
- Learn to conduct effective performance reviews their employees will look forward to!
- Participants will learn to relish this privilege and make "performance-review-avoidance" syndrome a thing of the past.

#### WHO SHOULD ATTEND

Personnel responsible for writing, delivering or overseeing employee performance evaluations. It is especially relevant for those who have management or supervisory responsibility for others and wishes to motivate (not cajole) staff to perform.

*"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 Founder and President of Joyfields Institute for Professional Development serving the human and social services fields. The company is the world's leading training, staff development and programs evaluation company for evidence-based approaches. Evidence-based approaches have shown through research and documentation to produce their intended outcomes.

Prior to founding the company, Mr. Nwoko spent 20 years working at major corporations in various senior management roles, including Vice President of Marketing, Chief Technology Officer and Chief Operating Officer. He has managed customer sales and service operations and was responsible for over 350 employees.

Mr. Nwoko has built Joyfields Institute into the go-to resource public and private agencies look to for evidence based training, education and capacity building. The company has served over 1000 public and private agencies in all 50 US states and 15 countries. The company's programs are delivered via on-site and online at its own as well as customer locations, and conferences and e-newsletters.

Recognizing a need for a cohesive community of organizations, practitioners and professionals who are engaged in the evidence based movement, Mr. Nwoko founded the EBP Society, the Society for Evidence Based Organizations and Practitioners. The organization is dedicated to help build capacity and enhance the careers of professionals in the field of behavioral and mental health by providing efficient access to evidence-based education and resources, promoting adoption of evidence-based and strength-centered approaches for working with customers and with one another, and facilitating professional certifications for agencies and their staff.

Mr. Nwoko is a graduate of University of Maryland where he studied Mass Communications. He did post-graduate work in Instructional Technology at Towson State University and participated in several executive development training programs. He also serves as a coach for Dale Carnegie Training.

## **OTHER DETAILS**

Once you are registered, you will be sent details for accessing the webinar. In the event you are unable to attend the live event, you will be given access to view the recorded version following the live program.

*"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."*



## Online eLearning Webinar Series

### REGISTRATION FEES

Please check/circle where appropriate

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

Single attendee: \$125 \$ \_\_\_\_\_

Team Flat Rate \*: \$375 \$ \_\_\_\_\_

**SUBTOTAL** \$ \_\_\_\_\_

Existing Member, subtract 10% (—) \$ \_\_\_\_\_

**Add Membership (reduced) to get this webinar FREE or REDUCED now (circle one)**

\*\* Must use this form please

Individual-\$195 | Business-5-\$695 | Enterprise-\$1395 \$ \_\_\_\_\_

**PAY GRAND TOTAL** \$ \_\_\_\_\_

\* **Groups must register at same time.**

**Complete registration by entering participant (s) details on the next page**

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

### PAYMENTS AND SUBSTITUTIONS

Please make payments online at [www.joyfields.org](http://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](mailto: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](mailto: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.

## Joyfields Institute Online eLearning Webinar Series

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: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

IPC/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**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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