



**WORKSHOPS via Webex:
The End-of-Cycle Appraisal**

Best practices around the end-of-cycle appraisal, with emphasis on meeting preparation, drafting appraisal comments, ratings guidance and self-evaluation. (LMS-1096)

20 April 2018 8am-10am EST
18 April 2018 9am-11am EST

Setting Challenging Performance Goals

The purpose of this session is to reinforce some of the principles of performance management: setting challenging work goals and defining performance expectations. (LMS-1092)

23, 27 April 2018 8am-10am EST
25 April 2018 9am-11am EST

INDIVIDUAL CONSULTATIONS:

Individual appointments are available to assist with performance questions and concerns, especially regarding the end-of-cycle appraisal and performance issues.

To request a consultation, please contact local HR
Register for workshops in [Inspira](#) (LMS-1096; LMS-1092)

lynda.com



Improve your end-of-cycle review conversation with Lynda.com

Setting goals:

Setting Team and Employee Goals
Defining and Achieving Professional Goals

Giving and receiving feedback:

Giving and taking feedback
Delivering employee feedback

Providing upward feedback:

Communicating with your supervisor
Build a strong relationship—quickly!

Understanding non-verbal communication:

How to interpret nonverbal cues
Using attentive nonverbal cues

*Working together to help you
get the most out of a conversation!*