

Planning for Performance Management: A Guide for Supervisors

Workshop for Supervisors

Do you know that...

A critical factor in employees' satisfaction and motivation is the ongoing communication they have with their immediate supervisor?

A Gallup poll indicated that a significant number of employees don't know what is expected of them at work?

Work groups whose members are positively engaged have higher levels of productivity, attendance, retention and customer service?

What past participants have said about this program...

"I now see the PMP as an ongoing performance conversation to be discussed with my employees year round."

"Taking this class has enabled me to communicate better and make the performance review more meaningful for my employees."

**Tuesday
October 4, 2011**

9:00 am – 12:30 pm

The Commons 331

PMP TRAINING SESSION FOR SUPERVISORS OF REGULAR AND GRANT-FUNDED STAFF

In this overview of the Performance Management Process (PMP), you will have an opportunity to learn about:

- The benefits of performance management.
- The importance of on-going communication between supervisors and employees.
- The PMP cycle including steps, conversations with employees and required documentation.
- How to use the PMP Form
- Strategies for identifying and creating effective plans to enhance employees' professional development.

Sponsored by UMBC Department of Human Resources

Facilitator: Elmer Falconer Director, Employment/Labor Relations

To review the PMP form, please visit: www.umbc.edu/hr/forms

Remember, PMP... It's a process, NOT an event.

Register on the web by September 26th at: www.umbc.edu/training

Spaces are limited and pre-registration is required.

