



Lunch Time Webinar

April 14, 2010
12:00-1:00



Wisconsin Chapter

Employee Reviews

The Proper Manner of Conducting Periodic and Annual Performance Appraisals

Many employers consider employee reviews as an annual chore. To the contrary, employers should look at the review process as a mechanism for improving communication, accountability, and morale throughout the year. Employees that receive fair feedback regarding their performance feel better connected to their managers and executives. For these reasons, employers should endeavor to embrace the review process as an opportunity to strengthen the team in general, and resolve performance issues as situations arise throughout the year.

Your time is valuable!
Get this important information on employee reviews at your desk during your lunch time!

Topics Covered:

- The purpose of performance reviews
- Developing the proper form for recording the review
- The need for real time reviews of poor performance
- Sticking with facts
- Maintaining consistency
- Obtaining the employee's feedback and sign-off

Presented by
Josh Levy
Crivello Carlson

Fee:

- \$89 -- first computer logged on from an ABC WI member
- \$170 -- for first computer logged on from a non-member
- \$15 -- for each additional logged on computer from the same company

ABC WI webinars are offered each month by these presenting firms:



*Pre-registration is required since instructions for joining the webinar will be emailed to the registrants two days before the session.

Registration: Employee Reviews Webinar - April 14, 2010

Company Name: _____

Address: _____ Log-On Person #1(\$89): _____

City, State, Zip: _____ Email Address for #1: _____

Phone: _____ Log-On Person #2(\$15): _____

If a non-member, who invited you? _____ Email Address for #2: _____

4 easy ways to register:

- 1) VISA/MasterCard by phone, 800-236-2224/608-244-5883
- 2) Fax (608-244-2401) with your VISA or MasterCard number.

Check our website for future webinar dates and topics:
www.abcwi.org

Card # _____ Exp. date _____

- 3) Mail a copy of the registration, along with full payment, to: ABC, 5330 Wall St., Madison, WI 53718.
- 4) Register on-line at www.abcwi.org

CANCELLATION DEADLINE IS 72 BUSINESS HOURS PRIOR TO THE SESSION. **NO REFUND FOR SIGNING UP BUT NOT LOGGING ON.** Substitutions are allowed.