



"Elevating the HR Profession in the Colorado High Country"

Performance Management and Employee Documentation

Kathleen Hart, SPHR from Mountain States Employers Council (MSEC) will present. Please see the information below and visit our website to register. www.hchra.shrm.org

Date: Thursday, June 18, 2015
Time: 3:00pm - 5:00pm
Location: Colorado Mountain College, Edwards Campus
Cost: \$15 HCHRA Members/\$25 Non-Members

Objective: The human resources mantra to managers and supervisors is to "document, document, document" to lower legal risk and to make better decisions regarding employee performance. This two hour program provides supervisors and managers with the skills to document employee performance and to practice writing job-related performance documentation.

Outline:

Setting the Stage: Overview of the Performance Management Process

Performance Documentation:

- What is the purpose of documentation
- What needs to be documented
- What are potential sources
- How to document behaviors, not people
- What to include in documentation
- Practice documentation skills
- Documentation Checklist

Designed for

Supervisors and managers looking for practical and effective ways to manage employee performance throughout.

2 SHRM PDCs and 2 HRCI General Credits have been approved for this program.

For any further questions regarding this program, please email our HCHRA Programs Director, Ashley Boie at aboie@sonnenalp.com.

HCHRA

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