

Lunch and Learn Series

“Building a Performance Culture”

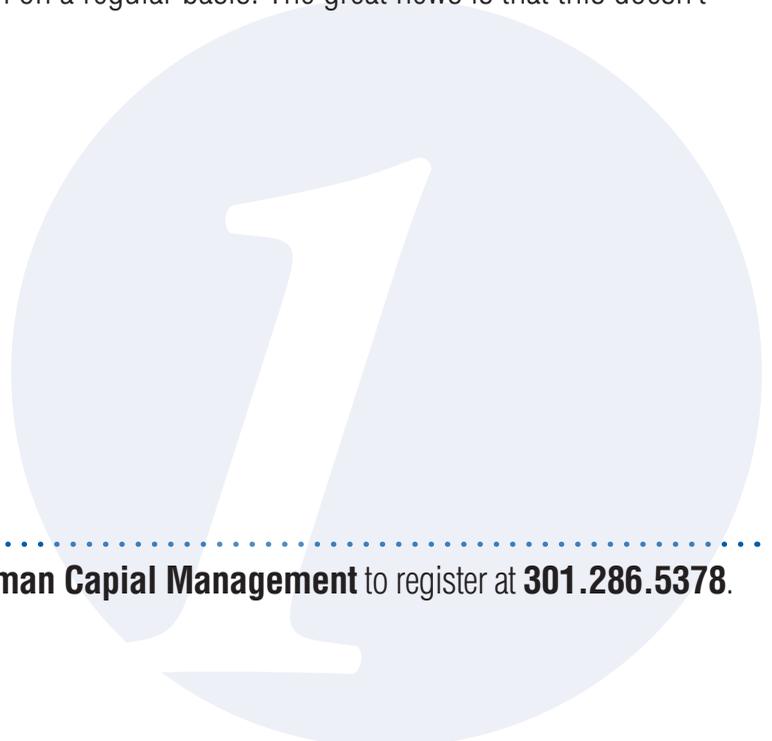
Presented by the Performance and Work-Life Dynamics Office (PWDO) – Code 115

Join us on the dates below for any or all of these six informative training sessions led by our Performance Management team on various discussion topics. Each session lasts for about an hour.

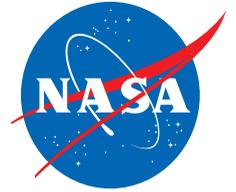


Wednesday, December 10, Noon, Building 1, Rm. E100B
Keeping the Good Ones – Retaining Your Best People

Keeping the Good Ones is a management and leadership training session that deals with positive employee – manager relationships and employee retention. It will inspire managers and provide them with practical tools which they can use to keep the good people they already have. In the end, keeping the good ones comes down to connecting with each member of your team on a regular basis. The great news is that this doesn't cost the organization a dime!



Please contact **Quina Harris** in the **Office of Human Capital Management** to register at **301.286.5378**.



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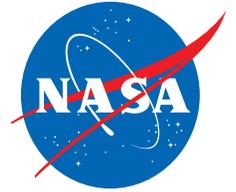
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Wednesday, January 28, Noon, Building 1, Rm. 008
Whale Done! The Power of Positive Relationships

Transform your organization with the power of positive relationships. The Whale Done! approach will teach participants how to improve relationships by building trust, accentuating the positive, and redirecting energy when things get off track. This training session illustrates to co-workers, managers, and employees that by building positive relationships, they will become more productive, achieve greater results, and create an environment where everyone is genuinely excited about the work they are doing!

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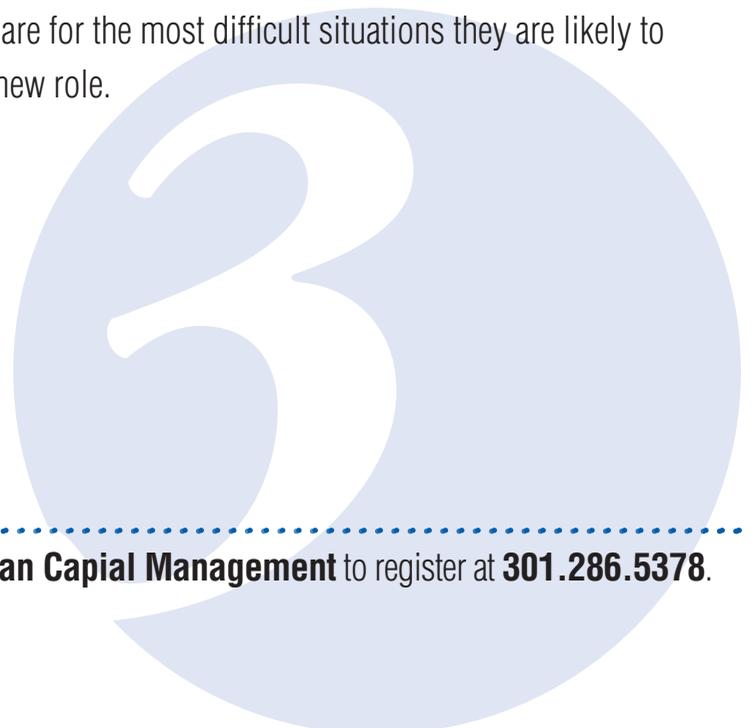
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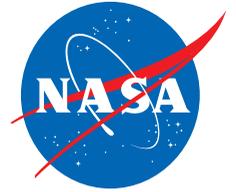


Wednesday, February 18, Noon, Building 1, Rm. 008
Peer Today, Boss Tomorrow – Navigating Your Changing Role

Making the leap from peer to boss is never easy. In addition to the dramatic change, new managers frequently struggle to balance their former co-worker relationships with their new management responsibilities. This training session is designed to help participants make a successful transition from co-worker to manager or supervisor. Peer Today, Boss Tomorrow presents four proven strategies that will help new supervisors navigate changing relationships and prepare for the most difficult situations they are likely to encounter as they assume their new role.



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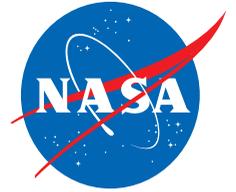
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Wednesday, March 4, Noon, Building 1, Rm. 008
Care and Candor – Making Performance Appraisals Work

Performance appraisal meetings are often dreaded by both the manager and the employee. However, handled correctly, the appraisal meeting can be an invaluable opportunity to learn, grow, and increase motivation – on both sides of the table. This exciting training session demonstrates the importance of making a caring attitude and honest feedback the foundation of the appraisal meeting in order to achieve the best results. This session will assist supervisors in conducting successful mid-year progress reviews with their employees. Successfully leading a performance appraisal meeting is a critical skill for all managers. Care and Candor – Making Performance Appraisals Work will bring a new level of awareness and skill to your management team!

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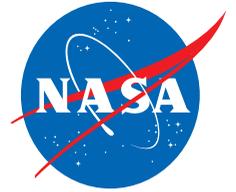


Wednesday, March 25, Noon, Building 1, Rm. E100B

Let's T.A.L.K. – Handling the Difficult Performance Appraisal

How do managers feel about giving performance appraisals? Some managers dread all performance appraisals. But all managers dread some - the difficult ones -- the employee who won't talk, the top performer who still needs to improve, and those who resent criticism or deny responsibility. Managers and supervisors will no longer dread those difficult performance appraisals. Let's T.A.L.K. will change their minds and propel the organization toward better job performance and a more productive work environment. The T.A.L.K. approach makes appraisals easier and more effective, keeping the focus on work-related issues, not on personalities. The dramatic examples will demonstrate techniques that help managers communicate expectations effectively and encourage top performers to do even better.

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Wednesday, April 15, Noon, Building 1, Rm. 008

Light the Fire – Leveraging Appraisals for Maximum Performance

Managing and appraising employee performance is a critical job for all leaders and managers. This training session is designed to help participants understand and practice how to write goals and objectives that are aligned with and effectively support their business unit and the organization as a whole. Additionally, it will provide participants with opportunities to develop and enhance their skills in effective communication, building motivation, and facilitating employees' movement through levels of development performance. The true power in managing and appraising performance lies in the on-going feedback, coaching, mentoring and recognition between a manager and the employees that he or she supervises.

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