

Presents:

Performance Review Blues

Does the idea of doing Performance Review's just turn your stomach. Do you not know where to start with evaluating your employees?

A performance review is an opportunity to reset and refine organizational actions and provide the employees performance feedback. If you are not asking the right questions at the performance review, you are losing the important insights about performance factors that might impact your future growth in a company.

Some of the things you will learn:

- The purpose of the job, job duties, and responsibilities.
- How to determine performance goals with measurable outcomes.
- How to hold interim discussions and provide feedback about employee performance, preferably daily, summarized and discussed, at least, quarterly. (Provide positive and constructive feedback.)
- Maintain a record of performance through critical incident reports. (Jot notes about contributions or problems throughout the quarter, in an employee file.)
- Provide the opportunity for broader feedback. Use a 360 degree performance feedback system that incorporates feedback from the employee's peers, customers, and people who may report to him.
- Develop and administer a coaching and improvement plan if the employee is not meeting expectations.



Tuesday, March 27, 2012

10:30 a.m. to 12:00 p.m. (PST)
11:30 a.m. to 1:00 p.m. (MST)

12:30 to 2:00 p.m. (CST)
1:30 to 3:00 p.m. (EST)

How Do Webinars Work?

A webinar is remarkably cost-effective and convenient. You participate from your office, using your computer with an Internet connection and speakers. You have no travel costs and no out-of-office time. Plus, for one low price, you can get as many people in your office to participate as you can fit around a speakerphone and a computer screen. Because the conference is live, you can ask the speakers questions - either on the phone or via the webinar interface.

You will receive access instructions via e-mail three days before the event and the morning of the event. Your conference materials will be included in these emails for you to view, print, and download prior to the event. They are also available on the webinar interface when you log in.

The cost of the webinar is \$25. If you are unable to join the webinar on January 24th, you may purchase recordings of the webinar for \$100. To enroll in the class email webinars@symmetryconsult.com. Include a contact name and phone number. Someone will contact you to get payment information.

About your Speaker:

Karolynn Humberd St-Pierre is a top HR Consultant, Author of *"The Small Business Human Resource Bible"*, Small Business Advisor and business owner who knows how to help the small business remain compliant with state and federal employment guidelines.

In 2009 Ms. St-Pierre founded Symmetry Consulting, LLC - www.symmetryconsult.com. Symmetry Consulting partners with their clients so they can focus on their bottom line and growing their business while Symmetry manages the sometimes confusing HR functions and labor law compliance tasks.

Prior to founding Symmetry Consulting, LLC, Ms. St-Pierre spent 15 years working for some the largest human resource consulting companies providing advice to Fortune 500 companies including: Microsoft, Coors, Target and Ford.

Upcoming Webinars

April 24	Compensation Strategies for Small Businesses
May 22	Benefits ideas and options for Small Businesses
June 26	Managing your Employees
July 24	Documentation: Protecting your business from the liability with documentation
August 21	Leadership Development
September 25	Hiring your first employee
October 23	Tough Talks: How to tackle difficult talks smoothly and effectively
November 20	Conflict Resolution
December 18	Coaching and Mentoring your employees

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