

# Evaluating Performance & Giving Feedback



Evaluating employee performance and giving critical feedback is one of the most important jobs of a manager. If not conducted properly, it could be the most difficult and challenging interface that you have with an employee. This interactive workshop will help you develop skills to make this a rewarding experience. Facilitating a great performance evaluation can help your team members align with strategic goals and achieve better results. Come to this workshop where you will talk with colleagues about performance and learn a model of giving feedback.

Facilitators: Ms. Sharon O'Grady Eisenmann, Human Resources and Ms. Karin Botto, Training & Organizational Development

## 1st Session

Date: February 1, 2007

Time: 1:00-4:00 PM

Location: Large Lapsley Meeting Room, Haub Executive Center

Please register by January 25.

## 2nd Session

Date: February 6, 2007

Time: 2:00-5:00 PM

Location: Small Lapsley Meeting Room, Haub Executive Center



## Preparing for a Performance

### Evaluation

Does your supervisor know all that you have accomplished during the last year? Do you know what to do when your manager gives you constructive feedback? This session is designed to help you prepare for your yearly performance evaluation. Learn tips on how to discuss your accomplishments over the last year, personal project interests you might have in the upcoming year and utilize feedback you might receive from your supervisor. This session is terrific for new employees who have not yet experienced a performance review and for seasoned employees who hope to enhance their performance review skills.

Facilitators: Ms. Beverly Das, Human Resources & Ms. Karin Botto, Training & Organizational Development

1st Session

Date: February 22, 2007

Time: 2:00-4:00 PM

Location: Large Lapsley Meeting Room, Haub Executive Center

2nd Session

Date: February 27, 2007

Time: 1:00 - 3:00 PM

Location: Large Lapsley Meeting Room, Haub Executive Center



Learn at Lunch- Home Buy Now

Are you considering home ownership? Attend one or both of these home buyer workshops. Following each session, our own employees will share their experiences with the Home Buy Now Program. These sessions are sponsored by the Office of Human Resources and presented

by GPUAC and the Consumer Credit Counseling Services of Delaware Valley, Inc. Please bring your lunch, drinks and dessert will be provided.

**Part 1** will focus on preparing for homeownership, shopping for a home and the property appraisal.

Date: March 27, 2007

Time: 11:30-12:30 PM

Location: Moot Board Room 313

**Part 2** will focus on shopping for a loan/mortgage, applying for a mortgage and the closing/settlement.

2nd Session

Date: March 29, 2007

Time: 11:30-12:30 PM

Location: Moot Board Room 313

Learn at Lunch - Identity Theft

Identity theft is a topic we often hear about on the news, but what is it exactly? Can identity theft only happen on the Internet or does it happen in other ways too? What steps can you take to keep it from happening to you?

In this session, you will learn:

- What identity theft is
- How it happens
- How you can protect yourself
- What to do if your identity is stolen

This session is sponsored by the Office of Human Resources and presented by PNC Bank. Please bring your lunch, drinks and dessert will be provided.

Date: April 19, 2007

Time: 11:30-12:30 PM

Location: Moot Board Room 313



## Understanding and Valuing Diversity

Diversity includes not only race, ethnicity, and gender, but also ability/disability, education, age, class, and many other differences. By clearly understanding our commonalities and differences we can support one another's efforts to create healthy, inclusive organizations where all people feel respected and welcome to contribute their best work.

During this workshop, you will learn about the meaning and definition of diversity on both a personal and professional level. We will discuss the impact of diversity in the workplace and identify personal actions you can make around diversity

Facilitators: Ms. Valerie Dudley, Institutional Diversity & Ms. Karin Botto, Training & Organization Development

Date: April 30, 2007

Time: 1:00-3:30 PM

Location: North Lounge, Campion Student Center

### Learn at Lunch - Identity Theft

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Date: May 9, 2007

Time: 12:00-1:00 PM  
Location: Moot Board Room 310

### **Understanding Jesuit History & Values**

This open discussion explores the Jesuit origins, philosophy and spirituality. Come learn about Ignatius of Loyola, the founding of the Society of Jesus and what it means to work at a Jesuit University.



Open to new employees!

Facilitator: Father Timothy Lannon, SJ, President  
Date: May 24, 2007  
Time: 9:00-10:30 AM  
Location: Large Episcopal Meeting Room, Haub Executive Center



## **Recharging Your Spiritual Battery**

During this workshop, we will explore work and spirituality through meditation, yoga and dialogue aimed at promoting a deeper understanding of the Ignatian call to 'find God in all things.'

Workshop Objectives:

- \* To cultivate a source of inner peace and stability through meditation and prayer.
- \* To learn basic yoga techniques for stress reduction.
- \* To connect your work to your spiritual life.

Facilitators: Rev. Dan Joyce, SJ, Office of Mission & Ms. Karin Botto, Training & Organization Development (Certified Yoga Teacher)

Date: June 28, 2006  
Time: 2:00-4:30 PM

Location: Hall of Fame Room, Fieldhouse  
Class size limited to 20 participants.

### **Cross Cultural Understanding: Saudi Arabia**

As we grow and develop as a globally engaged University, learning about other cultures is vital to our success. For the first time, our campus will be welcoming students from Saudi Arabia beginning this Fall semester and the University would like to offer our community the opportunity to prepare for interactions with these students so that we are able to both understand their culture and welcome them to our campus. Please join us for an informative presentation and discussion about Saudi Arabia. We hope in the future to offer more sessions like this on other cultures our students represent.

Facilitator: Dr. Scott Stevens, Director of the English Language Institute, University of Delaware

Date: August 8, 2007

Time: 10:00-12:00 PM

Location: President's Lounge

### **The Fundamentals of Business Writing**

Writing clear and effective messages is a critical competency for all professionals. This writing workshop series will examine:

- Strategies for composing a well structured business letter
- Techniques to project a professional tone
- Common grammatical errors and strategies to avoid these flaws
- Employing effective editing techniques
- Essential e-mail etiquette

Each participant will complete a writing self assessment and receive individualized feedback on his/her writing sample. The workshop is a series of three sessions and participants are strongly encouraged to attend all dates to maximize learning. Each participant is required to submit three writing samples to the facilitator.

Dates: September 21, 28 and October 5

Time: 10:00-12:00 PM

Facilitator: Ms. Carolyn Zaccagni, Learning Skills Specialist

Location: Claver House - 1st floor conference room

Session limited to 12 participants.

### **Facilitating Effective Meetings**

Learning to facilitate effective meetings is often a skill overlooked in organizations today. Meetings are very expensive activities when one considers the cost of labor for the meeting and

how much can or cannot get done in them. Start the semester off right by learning the keys to successful meeting management.

#### Workshop Objectives

- To understand your role as a leader in the meeting.
- To learn the 5 P's of effective meeting management.
- To discover the skills needed in conducting a successful meeting.

Date: September 27, 2007

Time: 1:00-3:30 PM

Facilitator: Ms. Karin Botto, Training & Organization Development

Location: Mandeville Hall, Moot Board Room 313

#### **Cross Cultural Understanding: India**

As we grow and develop as a globally engaged University, learning about other cultures is vital to our success. Did you know that our largest international student population is from India? Please join us for an informative presentation and discussion about Indian culture and learn what it is like for a student from India to study at an American University.

Date: November 15, 2007

Time: 2:00-4:00 PM

Facilitator: Professor Haimanti Banerjee, Outreach Coordinator for University of Pennsylvania's Southeast Asia Center

Location: North Lounge