

“Understanding Performance Management Tools” Webinar

Thursday, September 12, 2019
10:00 a.m. - 11:30 a.m.

Program Overview:

There's a lot more to managing performance than defining job requirements and performing an annual performance review. In this webinar, we will explore other performance management tools and the appropriate use for each.

Learning Objectives:

At the completion of this webinar, participants will be able to:

- Understand the function of job descriptions in performance management;
- Identify how often you should assess job performance in your company;
- Recognize the importance of the ongoing performance conversation;
- Distinguish the difference between corrective action and individual development plans;
- Describe how key performance indicators can be integral to assessing performance;
- Interpret appropriate documentation of performance; and
- Recall the elements to establishing a performance appraisal system.

Key Topics:

- Job description format and content;
- Common types of performance management tools;
- Determining which performance management tool to use;
- Best practices for documenting performance;
- Acquiring a performance appraisal system; and
- Performance conversations.

Target Audience:

This session is recommended for human resource leaders or individuals with accountability for employment record creation and maintenance.

Faculty:

Lynne Broussard, SPHR, SHRM-SCP, CCP, GRP, WLCP, EHBA

Susan Thompson, PhD, MHR

Lynne and Susan are Principal-Partners of Value Driven HR, LLC. They have extensive experience in all disciplines of HR and in a variety of industries including, but not limited, to healthcare and health services, insurance, lending, manufacturing, health food services, industrial, physical therapy, retail and farming.

Value Driven HR offers HR business solutions spanning across all fields of HR management for small to mid-size companies as a fractional partner and extension of their organization.

Registration Fee:

\$195 per site for MHA members

\$295 per site for non-members

The registration deadline is September 5. Advance registration is required to ensure the delivery of instructional materials.

Cancellation Policy:

Cancellations made prior to the registration deadline (September 5) will be issued a refund, less a \$25 administrative fee. Cancellations made after September 5 will be charged 50% of the registration fee. No refunds will be issued for those who do not cancel in advance of the program.

Connecting to the Webinar:

All registration fees are per phone connection. If more than one connection is made from your hospital for any reason, an additional charge of \$195.00 (per connection) will be billed. Upon registering for the webinar, notify all participants and arrange a meeting room and speaker phone, if desired. At least three business days prior to the webinar, you will receive confirmation of your registration via email including instructions on logging in, as well as attached handouts. Approximately 5 to 10 minutes before the program, dial in to be connected to the session.

If you have not received a confirmation notice 48 hours prior to the program, please call Leslie Couturier at (207) 622-4794 to confirm your registration has been received.

Registration Form

Webinar: Understanding Performance Management Tools

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Important Note: Instructions for accessing the program will be emailed to the contact person listed below prior to the program date. If you would like the instructions emailed to an additional contact person, please list their email address as well.

Name and Title of Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

Organization: _____

Address: _____ City: _____ State: _____ Zip Code: _____

The registration fee is: **\$195** per site for **MHA members** / **\$295** per site for **Non-members**

The fee covers **ONE** telephone connection and includes a set of handouts (which can then be copied).

If more than one connection is made from your hospital for any reason, an additional charge of \$195.00 (per connection) will be billed.

Payment Method: Check enclosed (payable to MHA) Check being mailed Credit Card**

If paying by credit card, please register online at www.themha.org. **VISA and **MasterCard** accepted.

Please complete this fillable PDF form and email or fax to lcouturier@themha.org or 207/622-3073. Mail original along with payment to: Leslie Couturier, Maine Hospital Association, 33 Fuller Road, Augusta, Maine 04330. If you have questions, please call Leslie Couturier or Carol Sinclair at 207/622-4794 or by email at lcouturier@themha.org or csinclair@themha.org.

Registration deadline is Thursday, September 5, 2019.