

WORKSHOPS	AUDIENCE	CAMPUS	DATE	TIME	ROOM	FACILITATOR
Module I: Planning for the Performance Appraisal Process						
<p>Employees will:</p> <ul style="list-style-type: none"> Learn the six phases of the Staff Performance Management System at DePaul Review the timeline and major tasks associated with the Staff Performance Appraisal Process Understand how to complete the performance appraisal form and plan for the performance discussion 	Staff	LPC	October 21, 2009	1:00 – 3:00 PM	300 Rosati Rm	Joe Martz
	Managers	LPC	October 28, 2009	1:00 – 3:00 PM	400 Dorothy Day Rm	Mary McGuinness
	Managers	Loop	November 11, 2009	10:00 AM – 12:00 PM	1005 Lytton	Mary McGuinness
	Staff	Loop	November 18, 2009	10:00 AM – 12:00 PM	1005 Lytton	Joe Martz
	Staff	Loop	January 26, 2010	10:00 AM – 12:00 PM	1005 Lytton	Joe Martz
	Managers	Loop	January 28, 2010	10:00 AM – 12:00 PM	1005 Lytton	Mary McGuinness
	Managers	Loop	February 11, 2010	1:00 – 3:00 PM	1005 Lytton	Mary McGuinness
	Staff	Loop	February 19, 2010	1:00 – 3:00 PM	1005 Lytton	Joe Martz
	Managers	LPC	March 11, 2010	10:00 AM – 12:00 PM	400 Dorothy Day Rm	Mary McGuinness
	Staff	LPC	March 18, 2010	10:00 AM – 12:00 PM	300 Rosati Rm	Joe Martz
Staff	Loop	April 8, 2010	1:00 – 3:00 PM	1005 Lytton	Joe Martz	
Managers	Loop	April 22, 2010	1:00 – 3:00 PM	1005 Lytton	Mary McGuinness	
Module II: Setting and Fulfilling Performance Goals						
<p>Employees will:</p> <ul style="list-style-type: none"> Learn how to translate organizational goals and job responsibilities into performance goals and action plans Learn what an individualized performance goal is and how to assess it using the SMART model Understand how to set performance standards and to improve communication between managers and staff 	Managers	LPC	November 13, 2009	1:30 – 4:30 PM	300 Rosati Rm	Mary McGuinness
	Staff	LPC	November 16, 2009	1:30 – 4:30 PM	400 Dorothy Day Rm	Joe Martz
	Managers	Loop	January 20, 2010	9:00 AM – 12:00 PM	1005 Lytton	Mary McGuinness
	Staff	Loop	January 21, 2010	9:00 AM – 12:00 PM	1005 Lytton	Joe Martz
	Staff	Loop	February 23, 2010	1:30 – 4:30 PM	1005 Lytton	Joe Martz
	Managers	Loop	February 25, 2010	1:30 – 4:30 PM	1005 Lytton	Mary McGuinness
	Managers	LPC	March 5, 2010	9:00 AM – 12:00 PM	400 Dorothy Day Rm	Mary McGuinness
	Staff	LPC	March 9, 2010	9:00 AM – 12:00 PM	400 Dorothy Day Rm	Joe Martz
	Staff	Loop	April 14, 2010	1:30 – 4:30 PM	1005 Lytton	Joe Martz
	Managers	Loop	April 16, 2010	9:00 AM – 12:00 PM	1005 Lytton	Mary McGuinness
Module III: The Performance Discussion: Giving and Receiving Feedback						
<p>Employees will:</p> <ul style="list-style-type: none"> Understand how goals and action plans are critical tools for a successful performance discussion Learn the characteristics of giving and receiving quality feedback during the performance discussion Extend their learning in Module II by practicing techniques for giving and receiving feedback Increase their comfort and confidence to engage in performance discussions 	Managers	Loop	December 14, 2009	9:00 AM – 12:00 PM	1005 Lytton	Mary McGuinness
	Staff	Loop	December 17, 2009	9:00 AM – 12:00 PM	1005 Lytton	Joe Martz
	Managers	LPC	January 12, 2010	9:00 AM – 12:00 PM	400 Dorothy Day Rm	Mary McGuinness
	Staff	LPC	January 15, 2010	9:00 AM – 12:00 PM	300 Rosati Rm	Joe Martz
	Managers	Loop	February 18, 2010	1:00 – 4:00 PM	1005 Lytton	Mary McGuinness
	Staff	Loop	February 24, 2010	1:00 – 4:00 PM	1005 Lytton	Joe Martz
	Managers	LPC	March 18, 2010	9:00 AM – 12:00 PM	400 Dorothy Day Rm	Mary McGuinness
	Staff	LPC	March 25, 2010	9:00 AM – 12:00 PM	400 Dorothy Day Rm	Joe Martz
	Staff	Loop	April 20, 2010	1:00 – 4:00 PM	1005 Lytton	Joe Martz
	Managers	Loop	April 21, 2010	1:00 – 4:00 PM	1005 Lytton	Mary McGuinness
Module IV: Coaching for Managers						
<p>Employees will:</p> <ul style="list-style-type: none"> Learn how to clearly set and monitor performance expectations Learn how to recognize performance gaps and assist employees with improving performance Practice coaching techniques that head off problems before they develop and improve communication between managers and staff Understand how to reward and recognize performance that meets or exceeds expectations <p><i>Managers are encouraged to attend Modules I-III before attending Module IV.</i></p>	Managers	Loop	January 14, 2010	9:00 AM – 12:00 PM	1005 Lytton	Mary McGuinness/ Joe Martz
	Managers	Loop	February 16, 2010	9:00 AM – 12:00 PM	1005 Lytton	Mary McGuinness/ Joe Martz
	Managers	LPC	March 31, 2010	9:00 AM – 12:00 PM	300 Rosati Rm	Mary McGuinness/ Joe Martz
	Managers	Loop	April 13, 2010	9:00 AM – 12:00 PM	1005 Lytton	Mary McGuinness/ Joe Martz
	Managers	Loop	April 15, 2010	1:00 – 4:00 PM	1005 Lytton	Mary McGuinness/ Joe Martz
SMART GOAL LABS						
<p>Open labs designed to assist employees with writing individual performance and professional development objectives using the SMART model of goal setting and measuring.</p> <p>Managers and teams may register to develop team performance goals and objectives.</p>	All	LPC	October 16, 2009	10:00 AM – 12:00 PM	400 Dorothy Day Rm	Joe Martz
	All	Loop	November 19, 2009	10:00 AM – 12:00 PM	1005 Lytton	Joe Martz
	All	Loop	December 18, 2009	10:00 AM – 12:00 PM	1005 Lytton	Joe Martz
	All	LPC	January 29, 2010	10:00 AM – 12:00 PM	400 Dorothy Day Rm	Joe Martz
	All	Loop	February 26, 2010	10:00 AM – 12:00 PM	1005 Lytton	Joe Martz
	All	Loop	March 26, 2010	10:00 AM – 12:00 PM	1005 Lytton	Joe Martz
	All	LPC	April 23, 2010	10:00 AM – 12:00 PM	300 Rosati Rm	Joe Martz
	All	LPC	May 5, 2010	10:00 AM – 12:00 PM	400 Dorothy Day Rm	Joe Martz
All	Loop	May 7, 2010	10:00 AM – 12:00 PM	1005 Lytton	Joe Martz	

* HR Link: <http://hr.depaul.edu/Workplace%20Learning/PerformanceManagementAndAppraisal/ModuleDescriptions.html>

* Staff who complete Modules I-III will earn a Certificate of Completion in Performance Management and Appraisal.

* Managers who complete Modules I-IV will earn a Certificate of Completion in Performance Management and Appraisal for Managers.