Performance Management Workshops

Well-crafted and skillfully administered Performance Evaluations can be a motivational and empowering tool for supervisors and employees. The College of Charleston’s universal review period is a great opportunity to use the evaluation as a positive instrument to promote constructive conversation for achievements and goal development. As you prepare for the evaluation process, we have developed several workshops to assist supervisors and employees.

Please REGISTER at the following link: All sessions will be held in the Human Resources Conference Room.

If you would like to offer a customized workshop for your entire department, please contact me mcclenaghanl@cofc.edu to make arrangements.

Detailed screenshots and additional information is located in our EMPS Toolkit.

PeopleAdmin Evaluation Module Demo
Who Should Attend: Anyone who will be completing a self-evaluation or evaluation
Length: 45 minutes
Dates and Times offered: Jan. 6 - 9:30 a.m. or Jan. 14 - 9:30 a.m. The new PeopleAdmin Performance Evaluation module will be demonstrated.

Part I - The Basics (please note that The Motivational Performance Meeting follows directly after The Basics. You may stay or schedule another time for Part II).
Who Should Attend: New Supervisors or Supervisors who would like a review of the basics.
Length: 1.25 hours
Dates and Times offered: Jan. 8 – 9:30 a.m. or Jan. 16 - 9:30 a.m.

Performance Management is critical to your success as a manager of people and this session will explain the College of Charleston Employee Evaluation objectives, process, and forms. Supervisors will be introduced to writing an actionable evaluation with the objective of motivating employees to achieve future results.

Part II - The Motivational Performance Meeting
Who Should Attend: All Supervisors
Length 1.25 hours
Dates and Times offered: Jan. 8 -10:45 a.m. or Jan. 16 -10:45 a.m.

The video “Performance Reviews-Every Manager’s Nightmare” will anchor this workshop, which has been designed to assist supervisors in developing a positive, interactive approach to the performance evaluation process. Emphasis will be on the actual meeting and how to effectively create a positive, productive atmosphere resulting in a motivated and empowered employee.

Managing Your Own Performance
Who Should Attend: All Employees (Supervisors will have this material covered in the supervisory workshops)
Length: 1.25 hours
Jan. 7 -9:30 a.m., Jan. 15 -9:30 a.m.
The policies and procedures of the College of Charleston Performance Evaluation process will be explained. We will also explore how every employee has the power to become more involved in their own performance management by creating a positive, “going forward” approach to the process. This is an interactive session that concludes with a plan for you to become a more empowered participant in your own future.