

Open Seats!

reserve your spot today



Ignite. Bright. Light.

Employee Performance Management *\$110 per person

November 7, 2025

10 AM - Noon EST

2 PM - 4 PM EST

What You'll Learn in This Class:

- Understand why performance management is more than just annual reviews
- Explore the full cycle of performance management and how each stage supports growth
- Break down the five key stages of the performance cycle
- Identify the essential tasks every supervisor must complete
- Learn how to monitor and document performance clearly, fairly, and effectively
- Practice giving meaningful feedback—both in positive moments and during tough conversations
- Gain tools to recognize achievements and address performance issues with confidence

Employee Performance Review Writing *\$110 per person

December 5, 2025

10 AM - Noon EST

2 PM - 4 PM EST

What You'll Gain from This Interactive Session:

- Learn how to write performance reviews that are specific, fair, and genuinely useful
- Create strong position descriptions that set clear expectations
- Develop SMART performance standards to guide evaluations
- Identify and avoid common pitfalls like rater bias and vague feedback
- Work with real-world examples to sharpen your review-writing skills
- Practice rewriting review language for clarity and impact
- Leave with a mini-review draft that reflects your team's actual contributions
- Build confidence in turning review time into a meaningful, productive experience



Bundle and save!

*Taxes will be added to all rates where applicable

Register today!