

# Employee Evaluation Workshop

*A Leadership Development Workshop by Rising Tide Solutions*

**Rate with Purpose. Document with Precision. Lead with Data.**

## Workshop Overview

Most organizations have an evaluation process. Very few have one that actually works. The Employee Evaluation Workshop by Rising Tide Solutions gives front-line supervisors the methodology, language, and tools to change that — transforming evaluations from a dreaded annual formality into a meaningful leadership practice that drives performance, development, and accountability year-round.

Facilitated by a retired U.S. Marine Corps Sergeant Major with over 26 years of leadership experience, this workshop is grounded in the Abilities and Behaviors framework — a dual-axis evaluation methodology built on the same inclusive and quantitative approach used to develop and assess United States Marines. Participants don't just learn how to fill out a form. They learn how to evaluate with precision, document with purpose, and lead the conversations that create genuine growth.

## Why This Workshop Matters

A poorly conducted evaluation doesn't just fail the employee — it fails the organization. Biased ratings, vague feedback, and last-minute documentation undermine trust, create legal exposure, and leave employees with no clear picture of where they stand or where they're headed.

The front-line supervisor is the single most important variable in evaluation quality. They set the tone, gather the evidence, conduct the conversation, and drive the follow-through. This workshop puts that responsibility squarely where it belongs — and gives supervisors everything they need to carry it.

## The Abilities & Behaviors Framework

At the core of this workshop is the Abilities and Behaviors dual-axis evaluation framework — a structured, repeatable approach to assessing employees across two distinct dimensions:

<b>Abilities</b>	What the employee CAN DO. This axis evaluates skills, technical proficiency, and role-specific competencies. Abilities are about capability — what is in the employee's skill set, and at what level of proficiency.
<b>Behaviors</b>	HOW the employee operates. This axis evaluates conduct, consistency, professionalism, and interpersonal effectiveness. Behaviors are about the way the employee shows up — regardless of their technical skill level.
<b>0.0–5.0 Rating Scale</b>	Both axes are rated on a 0.0 to 5.0 scale with clearly defined, observable descriptors at every level. This creates objective, defensible ratings that can be documented, tracked, and discussed with confidence.

**Why Both Matter**

A highly skilled employee with poor behaviors is a performance risk. A well-behaved employee without sufficient ability is a development case. Evaluating both dimensions separately gives leaders a complete, accurate picture — **and a clear path forward.**

## The Employee Engagement and Evaluation System (E3S)

The Rising Tide Solutions E3S is a purpose-built performance management platform designed specifically to support the evaluation methodology taught in this workshop. It is the tool that brings the framework to life — not just on evaluation day, but every day.

<b>Dual-Axis Ratings</b>	Rate employees on both Abilities and Behaviors using the 0.0–5.0 scale, directly in the app, at any time.
<b>Timestamped Notes</b>	Capture observations in real time with automatic timestamps — building the evaluation record throughout the year, not the night before it’s due.
<b>Department Structure</b>	Organize employees by department with role-based access so each leader sees their team and admins see the full organization.
<b>Certifications &amp; Qualifications</b>	Track employee certifications and qualifications with a built-in verification workflow.
<b>Cross-Dept Reports</b>	Generate performance reports across individuals, teams, and departments to identify trends and inform leadership decisions.
<b>User Roles</b>	Three-tier access control: regular users (supervisors), account admins, and system managers — each with appropriate visibility and permissions.
<b>RTS-Branded &amp; Supported</b>	Built by Rising Tide Solutions, supported by Rising Tide Solutions. Questions go directly to the RTS support team so you get the answers you need, when you need them.

*Workshop participants receive a hands-on orientation to the app during the training — so they leave not just knowing the methodology but knowing how to execute it in the tool built for it.*

## What We Cover

The workshop is structured across up to twelve modules, spanning a one- or two-day format based on the client's needs. Core topics include:

<b>Why Evaluations Fail</b>	Understanding the biases, habits, and system failures that make most evaluations ineffective — and what to do instead.
<b>The A&amp;B Framework</b>	Deep-dive into Abilities vs. Behaviors, the 0.0–5.0 scale, and calibrated rating language.
<b>Year-Round Documentation</b>	The timestamped note, objective observation writing, and building the evaluation record continuously.
<b>App Orientation</b>	Hands-on walk-through of the Abilities & Behaviors App: ratings, notes, reports, and team management.
<b>The Evaluation Conversation</b>	Preparing, opening, presenting ratings with evidence, handling pushback, and closing with commitment.
<b>Calibration &amp; Consistency</b>	Ensuring rating fairness across the team and organization. (2-day format)
<b>Goal-Setting from Results</b>	Translating evaluation data into individual development plans and SMART goals. (2-day format)
<b>Team-Level Data &amp; Reports</b>	Using app reports to identify team trends and drive organizational decisions. (2-day format)
<b>Difficult Scenarios</b>	Rating high performers with behavior problems, likeable low-performers, remote employees, and Performance Improvement Plans (PIPs). (2-day format)
<b>Your Evaluation System</b>	Building a sustainable documentation rhythm and integrating the app into daily practice. (2-day format)

## Workshop Format & Experience

Every session is practical, interactive, and immediately applicable. Participants don't sit through a lecture on evaluation theory — they work through real scenarios, practice rating calibration as a group, conduct structured evaluation conversations, and leave with a working knowledge and if applicable, setup of E3S. Each module combines:

- Expert-facilitated instruction grounded in decades of real-world leadership and evaluation experience
- Calibration exercises that build rating consistency across the team
- Scenario-based discussions drawn from realistic supervisory challenges
- Hands-on app orientation with real devices and live accounts (if applicable)
- Role play and skill practice for evaluation conversations
- Action planning woven throughout — not bolted on at the end

The one-day format delivers a complete, standalone experience covering the framework, documentation methodology, app orientation, and evaluation conversation skills. The two-day format adds calibration depth, team-level data analysis, difficult scenario practice, and a comprehensive

evaluation system build. Both formats are available in-person or virtually, and the workshop can be purchased as a standalone event or combined with the E3S for a complete evaluation ecosystem.

## Who Should Attend

- Front-line supervisors and team leads who conduct performance evaluations
- New or recently promoted supervisors building their evaluation foundation
- Experienced supervisors who want to improve the quality and defensibility of their evaluations
- HR and organizational development professionals standardizing the evaluation process
- Organizations implementing or expanding use of the RTS E3S

## Outcomes & Organizational Impact

Participants who complete this workshop will:

- Apply the Abilities and Behaviors dual-axis framework to evaluate employees with clarity and objectivity
- Use the 0.0–5.0 rating scale with calibrated, observable language that holds up in any conversation
- Document continuously throughout the year using the timestamped note methodology
- Conduct evaluation conversations that are evidence-based, productive, and development-focused
- Navigate difficult evaluation scenarios with confidence and professionalism
- Operate the RTS E3S to manage their team’s evaluation records and reports

*Organizations can expect more consistent evaluation quality across supervisors, stronger legal defensibility of performance documentation, and a measurable shift toward a culture of continuous feedback and development.*

## Delivery Options & Investment

Format	Investment	Group Size	Delivery
1 Day	\$4,500	Up to 20	In-Person or Virtual
2 Days	\$7,500	Up to 20	In-Person or Virtual

*Additional participants: \$125/person above the base group size.  
Travel and expenses are billed separately for on-site delivery.*

**Licensing for the E3S is separate from workshop facilitation fees. Contact RTS for pricing.**

## What’s Included — For Every Attendee

<b>Certificate of Completion</b>	A formal recognition of each participant’s investment in professional leadership development — suitable for professional portfolios and performance records.
<b>4 Free Coaching Calls</b>	Four complimentary 30-minute one-on-one coaching sessions with an RTS leadership coach, redeemable within six months of workshop completion.
<b>25% Product Discount</b>	Every attendee receives a 25% discount on all RTS products and programs, including the E3S, online courses, and other workshops.

## About Rising Tide Solutions

Rising Tide Solutions LLC (RTS) is a Service-Disabled Veteran-Owned Small Business (SDVOSB) headquartered in Coastal North Carolina and serving clients globally. Founded by a retired U.S. Marine Corps Sergeant Major with over 26 years of leadership and development experience, RTS provides customized leadership and organizational development solutions that work — because they were built by leaders, for leaders.

The Employee Engagement and Evaluation System (E3S) is an RTS original and proprietary product — built in-house to support the methodology we teach, and available to organizations that want a purpose-built evaluation tool.

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## Take the Next Step

Your supervisors are conducting evaluations right now — the question is whether those evaluations are driving performance or just filling a requirement. Let’s make them count. Contact Rising Tide Solutions to schedule your Employee Evaluation Workshop.

### Email

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***“A Rising Tide lifts all boats.”***