

# Planning for Performance Management: A Guide for Supervisors

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Workshop for Supervisors

*Do you know that...*

*A critical factor in employees' satisfaction and motivation is the ongoing communication they have with their immediate supervisor?*

*A Gallup poll indicated that a significant number of employees don't know what is expected of them at work?*

*Work groups whose members are positively engaged have higher levels of productivity, attendance, retention and customer service?*

**What past participants have said about this program...**

*"I now see the PMP as an ongoing performance conversation to be discussed with my employees year round."*

*"Taking this class has enabled me to communicate better and make the performance review more meaningful for my employees."*

**Thursday  
March 10, 2011**

**9:00a.m – 12:30p.m**

**The Commons 331**

## PMP TRAINING SESSION FOR SUPERVISORS OF REGULAR AND CONTINGENT II STAFF

In this overview of the Performance Management Process (PMP), you will have an opportunity to learn about:

- The benefits of performance management.
- The importance of on-going communication between supervisors and employees.
- The PMP cycle including steps, conversations with employees and required documentation.
- How to use the PMP Form
- Strategies for identifying and creating effective plans to enhance employees' professional development.

*Sponsored by UMBC Department of Human Resources*

**Facilitator:** Elmer Falconer    Director, Employment/Labor Relations

To review the PMP form, please visit: [www.umbc.edu/hr/forms](http://www.umbc.edu/hr/forms)

**Remember, PMP... It's a process, NOT an event.**

**Register on the web by March 2<sup>nd</sup> at: [www.umbc.edu/training/community](http://www.umbc.edu/training/community)**

Spaces are limited and pre-registration is required.

