Understanding Performance Management: A Guide for Non-Supervisory Staff

Workshop for Non-Supervisory Staff

Are you interested in learning how to become more involved in the performance management process?

Do you know why conducting a self-assessment is important?

Would you like to learn ways to solicit and respond to feedback from your supervisor?

What past participants have said about this program…

"The training was very effective because it took away the myths, and misunderstandings of the PMP process."

"This class has helped me be accountable and responsible for the enhancement of my job without relying on upper management to create or build it for me."

"Take this class if you want to become better informed about what to expect and how to better prepare for the PMP process."

**Thursday
April 5, 2012**

9:00 am – 12:00 pm

The Commons 331

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

- Why performance management is important
- The components of the PMP process
- The importance of setting expectations and on-going communication
- How to solicit and receive feedback
- The benefits of completing a self-assessment
- Strategies for enhancing professional development
- **<u>Special Focus</u>**: How to prepare for your end-of-cycle performance review

Sponsored by UMBC Department of Human Resources

Facilitator: Shobhna Arora   Employment/Labor Relations Specialist

To review the PMP form, please **visit:** www.umbc.edu/hr/forms

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

Register on the web by March 28th at: www.umbc.edu/training

Spaces are limited and pre-registration is required.

UMBC Training & Organization Development
Creating conditions for learning to thrive
410-455-6262 | hrtraining@umbc.edu