



COMMUNITY BANKERS ASSOCIATION OF ILLINOIS

Webinar – On-Demand Web Link

Developing & Managing Employee Performance Through Effective Recruiting, Onboarding & Coaching

Wednesday, March 14, 2018

2 - 3:30 p.m.

Performance management starts with effective recruitment and thorough onboarding. Initial hiring and training practices have many long-term effects on performance. It is also imperative to have trained supervisors who are effective coaches and provide continuous feedback. Can you determine if and why some employees aren't performing? Are those issues addressed through counseling or the disciplinary process? Do you conduct formal performance reviews? Most HR professionals agree that formal reviews are not necessarily effective. This webinar addresses hiring, onboarding, day-to-day feedback, and a more formal review program. Learn key concepts of an effective performance management program and the pros and cons of various models. Best practices, trends in performance management systems, and tips for improvement are covered.

HIGHLIGHTS

- Essential steps and processes for an effective performance management system
- Recruitment and onboarding components that can positively impact performance management programs
- Key training tips to help supervisors understand their role
- Pros and cons of various performance review models
- Best practices and tips for improving systems

TAKE-AWAY TOOLKIT

- Summary of legal/risk issues surrounding performance reviews
- Performance evaluation system checklist
- Checklist for conducting the review - how did you do?
- Poor performance versus misconduct matrix, including a PIP template
- Sample evaluation forms, including definitions
- Sample competency definitions
- Employee training log
- Quiz you can administer to measure staff learning and a separate answer key

DON'T MISS THIS RELATED WEBINAR!

Understanding Employee Leave Policies on Wednesday, June 27, 2018

Attendance verification for CE credits provided upon request.

WHO SHOULD ATTEND?

This webinar is designed to teach new human resource professionals about performance management basics. It is also a good refresher for seasoned HR professionals interested in improving performance management programs and provides new supervisors with an introduction to performance management concepts.

ABOUT THE PRESENTER

Kay Robinson, SPHR, is the principal of Robinson HR Consulting, LLC. She has served as an HR consultant and practitioner for more than 25 years, including 14+ years as director of HR consulting services with RSM McGladrey; assistant vice chancellor for HR at the University of North Carolina, Chapel Hill; and associate director for HR at the University of Rochester/Strong Memorial Hospital. A frequent speaker, Robinson received her bachelor's and master's degrees in HR/Adult Learning at the University of Rochester; is a Senior Certified Professional (SHRM - SCP) and a Certified Senior Professional in Human Resources (SPHR) through the Human Resources Certification Institute (HRCI).

THREE REGISTRATION OPTIONS

1. LIVE WEBINAR

The live webinar option allows you to have one telephone connection for the audio portion and one Internet connection (from a single computer terminal) to view online visuals as the presentation is delivered. You may have as many people as you like listen from your office speaker phone. Registrants receive a toll-free number and pass code that allow entrance to the seminar. The session is approximately 90 minutes, including question and answer sessions. Seminar materials, including instructions, PIN number, and handouts are emailed to you prior to the broadcast. You need the most-current version of Adobe Reader available free at www.adobe.com.

2. ON-DEMAND WEB LINK**

Can't attend the live webinar? The ON-DEMAND WEB LINK** is a recording of the live event including audio, visuals, and handouts. We even provide the presenter's email address so you may ask follow-up questions. Within five business days following the webinar, you are provided with a web link that can be viewed anytime for the next six months. This link expires six months after the live program date.

3. BOTH LIVE WEBINAR AND ON-DEMAND WEB LINK**

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