Preparing for Year End of the Performance Feedback Program (PFP) - WebEx September 7 - 3:00pm to 3:45pm & September 21 - 1:00pm to 1:45pm - WebEx

This program reviews the steps that comprise the close of the PFP process cycle. Topics covered include: an overview of how the overall rating is assigned, the competency structure, the rating schema, and how to conduct an effective performance review meeting. The program also includes a demonstration of Halogen, the performance management system. At the conclusion of the program, participants will be able to apply acquired knowledge to successfully complete the year-end cycle steps. **Audience:** Open to all eligible individuals* that participate in the College’s Performance Feedback Program. * Eligible individuals are defined as those employees not categorized as faculty or not covered by a union contract.

Cayuse: Understanding the System - September 9 - 10:00am to 11:00am - Price Center, Room 551

This 60 minute program, facilitated Dr. Dhanonjoy C. Saha - Director, Office of Grant Support, is designed to present the basic principles of electronic research administration with a focus on Cayuse 424, the web-based grant application resource required for all of the College’s pre-award activities related to extramural funding. At the end of the course, participants will be able to apply acquired knowledge to successfully create a grant application in Cayuse; navigate through the federal RR Budget forms; and initiate and manage the Cayuse routing and approval process for transactions with funding agencies. **Audience:** The program is designed for staff and faculty with little experience in Cayuse and those seeking to refresh their knowledge.

Overview of the Performance Feedback Program (PFP) - September 12 - 11:00am to 11:30am - WebEx

The Performance Feedback Program allows employees and supervisors to use the provided tools and program processes to communicate clear cascading goals, provide continuous coaching, summarize progress, and support development. This program will: provide an overview of the PFP process cycle; outline what is expected of employees and supervisors; and identify available resources. At the conclusion of the program, participants will be able to summarize key PFP components. **Audience:** Open to all eligible individuals* that participate in the College’s Performance Feedback Program Click here to register. * Eligible individuals are defined as those employees not categorized as faculty or not covered by a union contract.

Banner Human Resources Workshop - September 23 - 10:00am to 12:00pm - Belfer Hall, Room 1210

This course will allow you to walk through actual Human Resources activities including, processing and submitting new and replacement job requisitions for employees and students. Included in this session is a review of how to create an Employee Personnel Action Form (EPAP) for employment transactions, i.e., hire, change in status, and termination. At the end of the course, participants will be able to apply acquired knowledge to successfully manage employee related transactions in Banner. **Audience:** For departmental managers and administrators who oversee and approve Job Requisition and Employment Status Requests.

Netiquette: Writing Professional E-mail - September 27 - 1:00pm to 2:00pm - WebEx

Have you ever sent an e-mail message and instantly regretted it? Or maybe you’ve gone back and reread something you wrote, only to realize that it could easily be misunderstood? In this session, examples and exercises will be used to illustrate how to craft your message for a specific audience, get to the point, and develop and maintain a professional email style. At the end of the course, participants will be able to demonstrate knowledge by writing effective and professional email messages. **Audience:** Open to all employees

Coaching for Performance - September 30 - 10:30am to 12:00pm - Price Center, Room 551

Effective coaching is one of the most important drivers of individual performance. Whether used to guide individuals toward success in new or challenging situations or helping to improve or enhance work performance, the ability to coach and provide feedback makes the difference between poor and great performance. By the end of this course, participants will be able to apply knowledge of coaching strategies in their interactions with employees. **Audience:** For employees with supervisory/team lead responsibilities.