

Advanced Level Leadership

Performance Appraisal

Thursday, September 9, 2010

2 p.m. – 4 p.m.

CRN: 80147, 0.2 CEUs, Cost Per Person: \$65

Hancock Lodge, #229

400 High Pointe Drive, Ellsworth, WI 54011

More than ever, helping to ensure optimum employee productivity is essential for the success of our teams, departments, and businesses. This module will focus on key aspects of planning for and assessing performance. Key topics to be discussed include:

- Outlining the function of the appraisal process in managing employee performance.
- Defining employee performance and factors that impact employee performance.
- Describing the use of essential tools in conducting effective employee appraisals.



Strategically Communicate in the 21st Century

Thursday, October 7, 2010

2 p.m. – 4 p.m.

CRN: 80148, 0.2 CEUs, Cost Per Person: \$65

Hancock Lodge, #229

400 High Pointe Drive, Ellsworth, WI 54011

Communicating strategically means tailoring message delivery to connect in the most effective manner. This means knowing the audience and the most appropriate method to communicate the message. This module will focus on fundamental elements of strategic communication including:

- Defining key aspects of the strategic communication process.
- Describing how to make strategic communication operational.
- Outlining key considerations for effective use of electronic communication.

Managing Up

Thursday, November 11, 2010

2 p.m. – 4 p.m.

CRN: 80149, 0.2 CEUs, Cost Per Person: \$65

Hancock Lodge, #229

400 High Pointe Drive, Ellsworth, WI 54011

Regardless of our position in the organization, we can always take proactive steps to create an environment to influence greater success, often times through the relationship we have with our boss. This module will focus on:

- Communicating key information in an effective manner.
- Aligning your objectives with the objectives of your boss.
- Outlining other key skills that are important to create greater influence with your boss and other key organization stakeholders.

How do I Register?

Online: Visit www.cvtc.edu/pages/1323.asp to print the corresponding registration form

Mail: Chippewa Valley Technical College
620 W. Clairemont Avenue
Eau Claire, WI 54701

Call: (715) 833-6200
Toll Free: 1-800-547-CVTC
Please have your credit card ready

Fax: (715) 833-6470

Refund Policy

For more information regarding the College's Refund Policy, please visit: <http://www.cvtc.edu/pages/343.asp>

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