Improve Employee Performance: Self Evaluation

The following is intended to help you assess how well the objectives of the course were met. Additionally, your feedback would be very helpful to ensure that I make the course as effective as possible.

**Please indicate to what degree you agree with each statement for each of the 34course objectives.**

Describe the process and components of employee performance planning and development, including:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Agree | Disagree | Neutral |
| I have a basic understanding of how employee performance links to the Performance Planning and Management Framework |  |  |  |
| I understand the purpose and will be able to develop employee performance plans |  |  |  |
| I understand the purpose and will be able to use employee evaluation forms |  |  |  |

Set and Communicate Clear Expectations and Evaluate Results

|  |  |  |  |
| --- | --- | --- | --- |
|  | Agree | Disagree | Neutral |
| I recognize the importance of involving employees in performance planning and understand how and when to engage them |  |  |  |
| I know how to use the SMART approach to ensure expectations are clearly defined, and my employees clearly understand what is expected of them. |  |  |  |
| I know how to use a variety of methods to evaluate performance relative to the objectives set in the performance plan |  |  |  |

Deliver effective feedback to 1) correct poor performance and 2) re-inforce good performance

|  |  |  |  |
| --- | --- | --- | --- |
|  | Agree | Disagree | Neutral |
| I understand the importance of communicating both positive and corrective feedback in a constructive manner |  |  |  |
| I have the knowledge to investigate performance problems to identify the potential barriers |  |  |  |
| I have the knowledge to help my employees to remove barriers and improve their performance |  |  |  |
| I know a variety of techniques (such as setting and monitoring small, incremental targets) to help employees become more successful |  |  |  |

Apply different types of motivation to maximize performance

|  |  |  |  |
| --- | --- | --- | --- |
|  | Agree | Disagree | Neutral |
| I recognize how each employee may be motivated based on different (sometimes subconscious) needs |  |  |  |
| I know and can apply a variety of motivational techniques that would be appropriate for different needs |  |  |  |

# Please provide descriptive responses to the following:

What else did you learn?

What else would you have liked to learn?

What did you like best about the course?

What would you suggest for improvement?

**Thank you for you active participation! Please send your response to:** [**debbie@narvermanagement.ca**](mailto:debbie@narvermanagement.ca)