

CBCS HUMAN RESOURCES PRESENTS

# SUPERVISOR SPEAKER SERIES 2016

This series of workshops is designed to address the most pressing issues that our supervisors face on a daily basis. Attend any or all of these workshops through the year to help develop your skills as a supervisor. Intended audience: Supervisors and staff who provide support to HR functions.

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**Tuesday, May 3, 2016**

**Performance Management- *Everything you need to know about communicating performance expectations and maximizing employee production***

**Facilitator: Tim Miller**

**MHC 1503**

**9:00 - 11:30 a.m.**

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**Seating is limited. Participants must register via email to**

**[CBCS-HR-Training@usf.edu](mailto:CBCS-HR-Training@usf.edu)**

**Your registration will be confirmed. A wait-list will be established if demand exceeds space availability**

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In this seminar, Tim Miller will discuss establishing a framework for regular communication, setting clear goals and expectations, and providing consistent and meaningful feedback on performance and development. As a manager or supervisor, performance coaching is a critical part of your job. During this training, you'll acquire the tools and training to necessary to effectively communicate with your employees to achieve great results.