

You're Seven Steps Away From Learning How To Foster More Productive Employees.

Conduct More Effective Performance Evaluations. We'll Show You How *In Under One Hour.*

Productive employees are ones who get regular feedback on their job performances. Why does this make a difference?

Most employees do certain tasks well and have to work on improving others. But the *way* you tell someone what he or she needs to work on is important. It's all in the delivery.

Better employees aren't perfect — they just work harder at improving problem areas. And the reason they're so willing to do this is probably because their employer did a good job during the performance evaluation.

So, what's the best way to conduct performance evaluations? We'll share seven important steps — and answer your questions — *in under one hour!*

Introducing Quinlan Publishing Group's Audio Conference on Tuesday, November 9, 2004:

Seven Steps To More Effective Performance Evaluations

AUDIO CONFERENCE BENEFITS — THE THREE Cs:

Clear — An industry expert presents everything in an engaging, easy-to-understand format.

Concise — You're just 60 minutes away from learning how to conduct better performance evaluations.

Convenient — Phone in from your office, home, or even your car. It's easy!

AUDIO CONFERENCE HIGHLIGHTS:

- Understand how good performance evaluations can help your company — and how bad ones can hurt it.
- Learn the responsibilities of both parties — during a good performance evaluation, you *and* your employee will each do 50% of the talking.

- How and what to prepare *before* the evaluation meeting.
- How to conduct the meeting — dos and don'ts.
- Become aware of the many "rating error" pitfalls — and how to avoid them.
- Legal considerations — what you need to know.
- Learn three specific points that can lead to performance evaluation success.

Q&A:

We leave plenty of time to answer your questions. Because the issue is a complex one, we anticipate that there'll be many, so we've created an interactive method of addressing every question.

SPEAKER:

Linda L. Bailey, SPHR — Bailey Consulting Group, Inc.

Ms. Bailey has over 20 years of experience as a human resources generalist. She is a consultant, speaker, trainer, and teacher on many HR issues. Her philosophy is a simple one: Help employers avoid needing employment lawyers. Her expertise covers both crisis intervention and continuing management solutions.

Created in 1992, Bailey Consulting Group has worked with organizations in many capacities — from coaching them through difficult employee decisions to developing and presenting customized workshops for those who have supervisory responsibilities. Ms. Bailey's corporate experience includes work with a Fortune 300 company and as a vice president of human resources for a professional employer organization (PEO).

As a member of the Society of Human Resource Management (SHRM) since 1979, she holds their highest certification as a Senior Professional in Human Resources (SPHR). Ms. Bailey is also a member of the teaching faculty of the Division of Professional & Workforce Development at the University of South Florida where she teaches a number of courses in the human resources field.

PROGRAM MATERIALS:

We'll provide you with program materials five (5) days prior to the conference. You can download these materials from our website. We'll email you the link and directions. Please allow plenty of time for downloading the material — we suggest one or two days before the conference.

Date: Tuesday, November 9, 2004

1:15pm	to	2:15pm EST
12:15pm	to	1:15pm CST
11:15am	to	12:15pm MST
10:15am	to	11:15am PST

COST:

Cost is \$169.00 per listening site. Use a speakerphone and invite as many people as you want to listen in – *at no extra charge to you!*

Worried that you'll miss something while you're listening in? No problem! We offer a CD package too. The cost for the audio conference and CD is \$199.00. Shipping and taxes are included.

Call 1-800-229-2084 to reserve your space now, or visit our website <http://www.quinlan.com/> and click on Audio Conferences.