



# MIIA Professional Development Training

## Performance Discussions: Timely Feedback and Performance Appraisals

**Date:**

July 18, 2019

**Time:**

10:30 – 12:00pm

**Presenter:**

Allan Marsh, MBA

**Location:**

East Wing Conference Room  
3195 Main Street, Rte. 6A  
Barnstable, MA

**Contact:**

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**To Register:**

Go to [www.emiia.org](http://www.emiia.org) and  
click on "Training Calendar"

A key ingredient to effective management is honest, direct communication about an employee's performance. Easier said than done! This session will address the entire process of employee appraisal, including writing and setting goals with employees, evaluating employees' performance, and strategies for communicating bad news. Participants will leave with specific steps and skills for effective employee appraisal.

**Presented by your Employee  
Assistance Program, offered  
through AllOne Health**

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