Class: Performance Evaluations: Nuts and Bolts
Instructional time – 4 hours

1. Welcome and Introductions
2. Objectives
   a. Students will understand the importance as well as timelines associated with Performance Evaluations.
   b. Students will be able to write SMART/SMARTER goals.
3. What is a Performance Appraisal?
4. The Importance of Documentation
5. How to Gather Information
6. SMARTER Goals (Specific, Measurable, Attainable, Relevant, Time Specific, Evaluate, Revise)
   a. Activity: Putting it into Practice
   b. Discussion
7. Delivering the Product
8. Timelines
9. Review / Closing / Evaluations