



# Conducting Excellent Performance Evaluations

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**Back by popular demand, Mike and Connie taught this class 12 times last year for WCRP member counties. Here are a few of their top reviews:**

“The entire class was great; it kept my attention with lots of useful tips and information.” “The scenarios were great!” “What a great team—legal and supervisor!” “Connie and Mike worked very well together.” “They kept it interesting and I would attend any of their classes again.” “The presentation was well done; very engaging.”

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## About this Course:

Performance evaluations are an essential step in creating a positive, efficient workplace. Many employment law related cases can be avoided or successfully defended if performance reviews are conducted regularly and performance and conduct deficiencies are properly documented and discussed. This class will provide attendees legal and managerial guidelines for conducting performance evaluations. Model performance evaluation policies and forms, and strategies for documenting and completing evaluations will be provided.

## The Instructors:

**Connie Poulsen** is Director of Leadership and Management Education for Peninsula College in Port Angeles. She is a principle in Poulsen and Associates, where she contracts with organizations as a professional speaker, trainer and consultant. Connie holds bachelor’s and master’s degrees from California State University, Long Beach.

**Michael Bolasina** is an attorney with the Seattle law firm Summit Law Group. He received his law degree from New York University in 1989. Mr. Bolasina has a general employment practice that involves consulting, investigating employee harassment, discrimination, and retaliation complaints, and defending employment-related lawsuits.

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## 2012 Class Dates & Locations

9 am — 3:30 pm, lunch provided

Tuesday, March 13—Spokane County

Thursday, March 15—Kittitas County

Wednesday, March 28—Thurston County

Friday, June 15—San Juan County

**4 CPO Elective Credits**

## Registration

Please register *online* at [www.wcrp.info](http://www.wcrp.info) and click on the Training link.

## Fee

**WCRP Member County Employees: Free**  
Lunch will be provided

## Questions?

Call 360-292-4492 or email  
[jill@wcrp.wa.gov](mailto:jill@wcrp.wa.gov)