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(When filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: Gerald K. Hughes

Employee No:

Office: O/NFAC

Service Designation:

Dates of Workshop: 29-30 October 1979

COURSE OBJECTIVES

At the conclusion of this Workshop, students should be able to:

1. Identify the rationale for the new Performance Appraisal System;
2. Plan and produce an Advance Work Plan resulting in a mutual agreement between the supervisor and the employee;
3. Prepare the Performance Appraisal Report consistent with the Performance Appraisal Handbook;
4. Prepare the Evaluation of Potential based on observation of employee's performance.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the Workshop.

FOR THE DIRECTOR OF TRAINING:

Instructor

26 NOV 1979

Date

APPROVED FOR  
RELEASE DATE:  
17-Mar-2010

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