



Course Title: *Use of the CWA Evaluation Form*

Course Description

This course will help you understand how to use the CWA Performance Evaluation Form and will provide you with tips and resources on how to create an effective evaluation.

Goal

To give participants a clear understanding of how to use the CWA Evaluation Form.

Learning Objectives

- Understand each section of the CWA Performance Evaluation Form
- Be able to describe each Performance Factor
- Be equipped to incorporate best practices for rating Performance Factors
- Have access to additional tools and resources for creating an effective evaluation

Open to: Managers and CWA Supervisors

Competencies Addressed: Communicate Effectively, Performance Management

Length of Class: Two Hours