

# Performance Management Training: Phase 3

## Performance Management Overview 2024

This course is designed for new hires, new supervisors and any staff members needing a refresher on the Performance Management Process. The following topics will be covered:

- Overview of the Performance Management Process
- General Scenarios

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June 25 ..... [Performance Management Overview 2024](#)

July 17 ..... [Performance Management Overview 2024](#)

August 13 ..... [Performance Management Overview 2024](#)

## Performance Management Phase 3: Self Evaluation 2024

This course is designed for all staff members who have been assigned a Performance Evaluation and will focus on completing the Self-Evaluation portion. During the training, the following topics will be covered:

- Review of rating descriptors
- Aligning performance with rating descriptors
- Comments and attachments

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July 9..... [Performance Management Phase 3: Self Evaluation 2024](#)

July 24 ..... [Performance Management Phase 3: Self Evaluation 2024](#)

July 29..... [Performance Management Phase 3: Self Evaluation 2024](#)

August 7..... [Performance Management Phase 3: Self-Evaluation 2024](#)

## Performance Management Phase 3: Manager Evaluation 2024

This course is designed for managers who supervise staff needing to complete a Manager Evaluation for a staff Performance Evaluation. During this training, the following topics will be covered:

- Review of rating descriptors
- Aligning employee performance with rating descriptors
- Comments and attachments

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August 6 ..... [Performance Management Phase 3: Manager Training 2024](#)

August 15 ..... [Performance Management Phase 3: Manager Training 2024](#)

August 21 ..... [Performance Management Phase 3: Manager Training 2024](#)

### To Register:

Click on the class name.

You will be prompted to log in to MyTraining with your UTSA ID and passphrase.

This will take you to the enrollment page for the class you selected.

