



## ***Effective Use of Formal & Informal Performance Evaluations***

### **DATES:**

**January 14, 2027**

### **TIME:**

**8:00 a.m. – 4:30 p.m.**

### **COST:**

**\$169**

### **LOCATION:**

**WCTC  
800 Main Street  
Pewaukee WI 53072**

### **REGISTER ONLINE:**

**[www.wctc.edu/cjtraining](http://www.wctc.edu/cjtraining)**  
*Select Specialized Training*

*"A lot of valuable information to get a supervisor to write an accurate and thorough evaluation."*

*"This was an excellent foundation to create an evaluation program."*

**Attendees January 2026**

Performance appraisals are often considered a necessary part of an employer's responsibility to ensure behavior is monitored and performance is measured. They are intended to reward good performance and be a tool to improve poor performance or unacceptable work outcomes. All too often, performance appraisals are considered a waste of time and meaningless to both the employee and their agency. It is not until the employee's performance requires remedial action and/or formal discipline that close attention is paid to the use of the performance appraisal process - and by then it is too late to be beneficial to anyone.

If implemented correctly, formal and informal performance appraisal systems can help supervisors create a positive work environment, establish clear and reasonable performance standards, and communicate expectations.

### **Topics Include:**

- Understand the reason for conducting performance appraisals
- Understand the performance appraisal process
- Learn and understand the formal and informal methods of appraisals
- Learn common performance appraisal errors and what actions to avoid
- Learn how to conduct a performance appraisal interview
- Learn how to create and implement a Performance Improvement Plan
- Learn how to properly manage performance success and failure

### **Required Equipment:**

Laptop (with power cord), Windows 11 or newer with Word or Google Docs and Wi-Fi enabled

### **Instructor:**

Victor Beecher is a 26-year veteran of law enforcement and has over 20 years of teaching experience for agencies in Wisconsin and across the United States. His teaching experience also includes Northwestern University courses *Supervision of Police Personnel* and *School of Police Staff and Command*. He has created performance appraisal policies and procedures and advised police agencies during their development of function-based performance systems. He has been teaching *Effective Formal & Informal Performance Evaluations* since 2007.

