

# Registration Form

October 7, 2021

#3038

Employee Evaluation Basics

Location:

**The Event Center at  
Shepherd Hills Golf Club**  
1160 S. Krocks Rd.  
Wescosville, PA 18106  
Lehigh County

One Registration per person please!

**Please provide the best contact information in case of class cancellation or changes.**

Attendee Name: \_\_\_\_\_

PA DEP Client ID (if applicable): \_\_\_\_\_ Attendee E-Mail: \_\_\_\_\_

System/Company: \_\_\_\_\_

Attendee Cell Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Address:  Home  
 System/Company \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## PAYMENT:

Check (payable to PRWA)

Invoice Me:  Home  System/Company

Credit Card:  Personal Card  Company/Business Card

AmEx  Discover  Visa  MasterCard

Card Number: \_\_\_\_\_

Exp Date (mm/yy): \_\_\_\_\_ CVC (3 or 4 Digit # on card): \_\_\_\_\_

Card Billing Zipcode: \_\_\_\_\_

Name on Card (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

PRWA Member?  Yes  No

### Attendance cost per person:

\$105 for PRWA Members

\$140 for Non-Members

Amount Due:

\$ \_\_\_\_\_

## THE PRWA PROMISE

If you're not 100% satisfied with the training class for any reason, we will give you a refund!

**WWW.PRWA.COM/PROMISE**

To register by FAX or MAIL:

FAX: (814) 353-9341

MAIL: 138 W. Bishop St., Bellefonte PA 16823

EMAIL: TRAINING@PRWA.COM

EMAILING REGISTRATIONS: EMAIL IS INHERENTLY INSECURE. CREDIT CARD INFORMATION SHOULD NOT BE EMAILED OR SEND IN AN ATTACHMENT.

## Questions?

Call (800) 653-7792 ext. 107 or 108

#3038

## Employee Evaluation Basics

### 4 WATER AND WASTEWATER CONTACT HOURS

It is a common misconception that employee evaluations entails simply filling out a form, answering some prefabricated questions and checking some boxes. When done correctly, an evaluation is a process, not a document; it is a way of structuring a relationship with employees. Having to complete evaluations is the thing that many managers like least about their jobs. Managers view evaluations as time wasted pushing paper instead of doing real work. But if part or all of a manager's job is to manage employees, performance appraisal is not only real work, it is an essential part of the job. Often, the evaluation process is the only time set aside for formal communication with employees about their work. If managers spend time on the evaluation process it will pay for itself many times over with improvements to the efficiency, productivity, performance, and morale of employees. This course is designed to teach managers the proper, legal way to do evaluations.

### Topics to be covered:

- Setting Goals with Evaluations
- Action Plans
- Documentation
- Writing the Evaluation
- Assessing Performance
- Common Errors
- At-Will Employees
- Potential Termination

### PRWA Training Event Safety

The safety of our attendees is of utmost importance. Fully vaccinated Trainers & Attendees can choose not to wear masks.

However, PRWA Training sites are private facilities with their own rules. PRWA is subject to their masking rules & Covid policies while using their facility.

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***Lehigh County***

**Class Time:** 8:00 am - 1:30 pm

**Registration:** 7:30 am

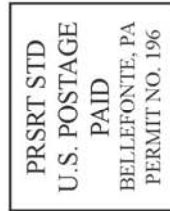
*Lunch and materials provided with your  
registration*



**Instructor:  
Chad Heister**

*Energy and Sustainability Specialist*

Chad is the Energy and Sustainability Circuit Rider. Chad started as a bookkeeper and sampling technician for an environmental laboratory in 1997. He became a licensed water and wastewater operator in 2000. Chad performed the daily testing, DMRs, process control testing, coordinating water and wastewater repairs, and I&I reduction management for over 8 years. He has also worked at a CPA firm doing Pennsylvania sales tax recovery for contractors that constructed and upgraded wastewater plants among other tax-exempt projects. Chad currently has a class A wastewater license and also holds B.S. degrees in Accounting and Business Management. He is also a Certified Public Accountant.



**pa rural water**  
*Association*

138 West Bishop Street  
Bellefonte, PA 16823  
800-653-7792

[WWW.PRWA.COM](http://WWW.PRWA.COM)

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Basics**

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