

Registration Form

November 9, 2021

#3038

Employee Evaluation Basics

Location:

Bedford Township Municipal Authority
1007 Shed Road
Bedford, PA 15522
Bedford 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.

November 9, 2021

Bedford Township Municipal Authority
1007 Shed Road
Bedford, PA 15522
Bedford 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.



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

WWW.PRWA.COM

Employee Evaluations Basics

November 9, 2021

**Bedford Township
Municipal Authority
*Bedford County***

**4 WATER & WASTEWATER
CONTACT HOURS**

