



Human Resources Training & Development Seminar

NEED PROFESSIONAL DEVELOPMENT CREDITS FOR SHRM-CP and SHRM-SCP?

Providing Effective Feedback featuring [Greg Shaffer](#):

- Identify times during an employee's career that effective feedback is needed.
- Discuss the value of effective feedback and the reasons it must be given.
- List the components of effective feedback.
- Demonstrate how to identify specific details when preparing feedback.
- List the most common excuses people use to avoid giving feedback.
- List the four simple steps for delivering feedback.
- Discuss ways to attain their own value-added feedback.

Wednesday, July 10, 2019
10:00 a.m. – 12:00 p.m.
4308-B Garth Rd., Baytown, TX 77521

[Register Here](#)



Workforce Solutions is recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). This program is valid for 1 PDCs. For more information about certification or recertification, please visit shrmcertification.org.

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Agenda

Wednesday, July 10, 2019

10:00 am – 12:00 pm

Workforce Solutions–Baytown, Career Office

10:00 – 10:30 am	Registration and Sign-in
10:30 – 10:45 am	Welcome – About Us / Speaker Intro
10:45 – 11:30 am	Keynote Speaker – Greg Shaffer
11:30 – 11:45 am	Q&A
11:45 am – noon	Networking / Wrap-up

Providing Effective Feedback

- Identify times during an employee’s career that effective feedback is needed.
- Discuss the value of effective feedback and the reasons it must be given.
- List the most common excuses people use to avoid giving feedback.
- List the four simple steps for delivering feedback.

Thank you for joining us today. We value your feedback.
Please remember to submit your evaluation form.