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## ***Managing Employee Participation***

In order to maximize the benefit of the Excellence Seminars' programs for employees, their supervisors and for the organization, we make some recommendations. This evaluation tool may be used prior to the start of the programs to set expectations and then afterwards to measure and evaluate program's effectiveness.

"At the Hecate Group of Companies, we integrated the Excellence Series into our overall First Nations Heli-Logging Training Program. It was an important part of the results we achieved - changed lives and productive work safe employees."

Mike Lewis, Vice-President of the Hecate Group

### **Prior to Attending the Program**

It is important that the employee's participation in the program have significant application to his or her job, and that the manager or supervisor receive the desired results that will benefit the organization. With these criteria in mind, what is the agreed upon purpose for attending?

Determine together what areas of the employee's performance you believe could be enhanced by attending the program. Areas of performance which typically shift as a result of attending The Excellence Series follow. Check those that apply.

- |                          |   |                          |                                      |
|--------------------------|---|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Increased cooperation                                   | <input type="checkbox"/> | Increased ownership of company goals |
| <input type="checkbox"/> | More effective communication                            | <input type="checkbox"/> | Increased self-esteem                |
| <input type="checkbox"/> | Increase self-confidence                                | <input type="checkbox"/> | Increased commitment to the company  |
| <input type="checkbox"/> | Enhanced morale and job satisfaction                    | <input type="checkbox"/> | Reduced absenteeism                  |
| <input type="checkbox"/> | Stronger team work                                      | <input type="checkbox"/> | Increased sales                      |
| <input type="checkbox"/> | More accountability for results (less passing the buck) | <input type="checkbox"/> | More flexibility in handling changes |
| <input type="checkbox"/> | Reduced conflict with colleagues                        |                          |                                      |

How do you believe course participation will improve your job performance?

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How do you think this can be measured (i.e. on-the-job results, behaviours changed)?

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## After Attending the Program

The purpose of this procedure is to assist employees in continuing to apply the concepts learned in the program, specifically for their roles in the organization.

In reviewing the original purpose for attending the program, was that accomplished? Was more accomplished? Was there a shift in focus or purpose during the program?

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What areas of the employee's performance were enhanced the attending this program? Check those that apply.

- |                          |   |                          |                                      |
|--------------------------|---|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Increased cooperation                                   | <input type="checkbox"/> | Increased ownership of company goals |
| <input type="checkbox"/> | More effective communication                            | <input type="checkbox"/> | Increased self-esteem                |
| <input type="checkbox"/> | Increase self-confidence                                | <input type="checkbox"/> | Increased commitment to the company  |
| <input type="checkbox"/> | Enhanced morale & job satisfaction                      | <input type="checkbox"/> | Reduced absenteeism                  |
| <input type="checkbox"/> | Stronger team work                                      | <input type="checkbox"/> | Increased sales                      |
| <input type="checkbox"/> | More accountability for results (less passing the buck) | <input type="checkbox"/> | More flexibility in handling changes |
| <input type="checkbox"/> | Reduced conflict with colleagues                        | <input type="checkbox"/> | Other                                |

How do you believe your job performance has been improved or will be improved by having attended this program?

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What measurements are in place to support these changes or results? This might include action steps, new strategies, and time lines for goal accomplishment.

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What kind of support do you need from the organization to accomplish your goals?

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