

{Mini-Series}

WV Division of Personnel-OHRD

Dealing with Performance Problems

Audience: Supervisors and Managers • Credit: Total of 24 hours of DOP-P18 Credit

Dealing with a problem employee and don't know where to start? Don't have time to make a year-long commitment for a longer leadership development program? Join OHRD for a special mini-series curated to help you deal appropriately with employee performance problems. In only three classes spanning three months, you will gain key skills and knowledge needed to effectively deal with poor employee performance.

- **February 2023: Navigating Difficult Conversations - February 23 - 9:00am-4:00pm, WVSTC (Capitol Bldg. 7)**
- **March 2023: Discipline and Documentation (Virtual Training) - March 1-24 (Live Session: March 15, 10:00am-12:00pm)**
- **April 2023: Conflict Management - April 19-20 - 9:00am-4:00pm, WVSTC (Capitol Bldg. 7)**

In this mini-series, you'll go through these classes with an intact work group dealing with performance management issues of their own and build relationships along the way. You'll also be able to focus your efforts on a targeted problem over a short period of time. So, if dealing with poor employee performance is one of your New Year's resolutions, and you can commit to attending all three classes, please seek approval from your manager and apply for the Dealing with Performance Problems mini-series. Space is limited and applicants will be reviewed on a first come, first served basis. The application deadline is **February 17, 2023**.

Visit <https://personnel.wv.gov/ohrd/learning/Pages/OHRDMiniSeries.aspx> to complete the Application via Google Forms.

If your agency does not have access to Google Forms, please email kim.a.schleicher@wv.gov for an alternative application process.