Co-sponsored by Assumption College Human Resources Department

Giving and Receiving Constructive Feedback

Program:
The need for organizations to adapt quickly to changes makes feedback to correct problems and improve processes a critical skill. In this 3-hour workshop, you will learn guidelines for both giving and receiving feedback in positive and constructive ways that help you get information to the right people at the right time. It also shows you how to bring problems to the forefront before they get out of hand, and build strong working relationships that foster ongoing learning and mutual respect.

Workshop objectives include:

- How to evaluate the performance of employees
- How to give feedback to employees
- How to listen in receiving feedback
- Making your points clear
- The interview and required preparation

Presenter: Wally Coyle
Date: Thursday, June 9, 2016
Time*: 9:00 am - 12 noon
*Please plan to arrive between 8:30-9 for check-in.
Place: Assumption College, La Maison Française, Auditorium
Cost: Free. Space is limited.
Register Online**: http://www.heccma.org/professionaldevelopment/event-registration
**Priority will be given to registrations submitted before noon on May 25th.
About the Presenter:

Dr. E. Wallace Coyle is the president of E. Wallace Coyle Associates. Previously, he was the assistant director for program development in the Office of Research Administration at Boston College. Prior to that, Dr. Coyle worked at UMass-Boston in a variety of positions: director of writing proficiency, assistant director of graduate studies and research, and assistant to the vice chancellor for academic affairs. A graduate of Boston College and UMass-Amherst, Dr. Coyle taught at the United States Military Academy at West Point, Northeastern University, and the University of Massachusetts. He has presented numerous management training seminars and has been a professional consultant for a number of different corporations and public sector organizations. He was a consultant to Northeastern University, the University of Massachusetts, and Boston College for management communication programs. He is a certified trainer for the Commonwealth of Massachusetts, Division of Human Resources, and an adjunct professor in the Carroll Graduate School of Management at Boston College. Dr. Coyle was the 1987 Recipient of the Chancellor's Award for Distinguished University Service at UMass-Boston.