



GUAM CHAMBER OF COMMERCE
 PARTNERS IN PROGRESS

The Guam Chamber of Commerce
 Small Business Focus & Development Committee
 In cooperation with the Guam Small Business Development Center
 presents

2008 BUSINESS MANAGEMENT SEMINAR

Customize Your Company's Performance Evaluations

We all understand the importance of an employee performance evaluation and how it impacts employee morale, productivity, individuals' professional goals and the overall growth of our business. Many companies are challenged in following through in the evaluation process and timeline, as they tackle busy schedules and other priorities in today's fast paced business environment.

This course provides helpful ideas to customize your evaluation form so that it is measurable, comprehensive and action-oriented – which helps eliminate manager's interpretation and guesswork. Learn how to make your performance evaluation a friendly tool to help your personnel achieve their professional goals.

Date: FRIDAY, APRIL 11, 2008

Time: 8:00 a.m. Check-in
8:30 – 11:00 a.m. Seminar

Location: Fort San Jose, Outrigger Guam Resort

Guest Speakers:

- **Toshie Ito**, Motiva Training & Consulting
- **Rodney Webb**, Small Business Development Center

Registration Information

Name: _____ Title: _____

Company: _____

Tel: _____ E-mail: _____ Fax: _____

There is no admission fee for Chamber Members however; **seating is limited and based on a first come first served basis**. Please fax this registration form to the Chamber office at 472-6202 no later than 12:00 Noon, Thursday, April 10, 2008.

Member Profile:

Type of Business: _____

Business Hours of Operation: _____ Number of Employees: _____

Would you like to receive information on future workshops and events sponsored by the Small Business Focus & Development Committee? [] Yes [] No