

Writing Performance Documentation

Janis Fisher Chan



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This book is essential for anyone who needs to write performance evaluations and other documents that support ratings and actions with facts and tell people exactly what they're expected to do. A complete self-study program in a handy workbook format, it provides the same practical techniques and strategies Advanced Communication Designs instructors have taught to business and professional people since 1980.

Writing Performance Documentation supplements existing performance management systems and training programs with practical techniques and strategies, including how to use specific, objective terms to describe performance; use facts and observations to support conclusions, ratings, recommendations and actions; and write measurable, observable performance objectives.

Filled with practice exercises with immediate feedback, the book can be used for self-study or as the text for a class.



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