

How to access Self-Service Performance Evaluation Trainings for MSP/Managers in CSU Learn

1. Open the CSU Learn link and login using your MyCSUDH credentials (<https://my.csudh.edu/>)



2. After logging in, use this search tool to locate performance evaluation trainings by typing "**Performance Evaluation**" in the magnifying glass.



3. This will open up a page with several performance evaluation related topics. Managers should click the "**Performance Evaluation Bundle**"



4. Select any of the available trainings that meet your needs as a manager. Although the trainings are not mandatory, they will assist with developing your ability to successfully create an evaluation, provide feedback during challenging times, and communicate with diplomacy. Recommended Trainings:

CSU's Got Talent - Successful Performance Reviews: How to Give Them and How to Receive Them

Planning an Effective Performance Appraisal

Polishing your Feedback Skills

Acting with Diplomacy and Tact

Navigating Challenging Situations with Diplomacy and Tact

5. Select the desired training and click  to begin.