

# MEMO

To: All Staff

From: Madeline Reinikka, Employee Engagement Consultant

Date: April 25, 2023

RE: Coaching for Development (CFD) Staff Virtual Drop-In Sessions

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Thunder Bay Regional Health Sciences Centre is excited to announce the revised performance appraisal process, Coaching for Development. Coaching for Development is a performance conversation, employee driven, but jointly owned through meaningful and interactive conversations with management. We are proud to announce we have modernize our processes by transitioning to an environmentally friendly, electronic platform through Dual Code LMS, familiar to staff for eLearning completion.

In order to assist you with this change, we are holding a series of information sessions. During these sessions we will provide you guidance and instruction on how to log in and complete CFD forms. Please feel free to attend one of the following sessions with any questions you may have:

DATE	TIME	Webex Link
Friday April 28, 2023	11 a.m. to 1 p.m.	<a href="https://thunderbayhospitals.webex.com/meet/reinikkm">https://thunderbayhospitals.webex.com/meet/reinikkm</a>
Monday May 29, 2023	2 p.m. to 4 p.m.	
Thursday June 29, 2023	12 p.m. to 2 p.m.	
Friday July 28, 2023	9:30 a.m. to 11:30 a.m.	
Wednesday August 30, 2023	1 p.m. to 3 p.m.	

There will also be an **in person** training session Thursday, May 11, 2023 from 2:30 p.m. to 4:00 p.m. in the Medical Building, room 224 on the second floor.

If you have any questions, or feedback please contact Madeline Reinikka at [madeline.reinikka@tbh.net](mailto:madeline.reinikka@tbh.net) or extension 6221.