



[View Full Course Details including Latest Schedule Online](#)

**PHOENIX TS**

# Federal Performance Management Training

This training addresses essential skills and best practices for performance management within the Federal government.

## Course Overview

This 3-day, instructor-led course covers the following topics:

- The basis for performance decisions
- The current federal performance management systems
- How performance distinctions will be measured
- How to help employees progress toward established performance goals
- How to evaluate performance against established standards and communicate results

## Course Outline

### Introduction and Overview

- History of Federal Performance Management
- Agency specific approaches and alternatives
- Linking organizational mission to performance

### Planning and Measuring Employee Performance

- Linking individual position to performance measures
- Establishing individual measures of performance
- Measuring results
- Defining elements of performance
- Documenting expectations
- Communicating expectations



## Monitoring Performance

- Analyzing individual performance
- Informal feedback
- Formal progress reviews
- Skills in performance communication
- Problem performance issues
- Assessment and adjustment

## Developing Employees

- Determine development needs
- Assesses performance resources
- Employee development discussions
- Development Plans

## Rating Performance

- Rules and records required
- Performance evaluation
- Performance discussion
- Documentation requirements

## Results communication

- Performance Consequences
- Possible outcomes
- Actions to be taken for affirmative and negative performance
- Requirements for individual performance based actions
- Performance management resources

Starting at **\$1,050**

## ATTENTION

For GSA pricing or Contractor quotes call  
[240.667.7757](tel:240.667.7757)

# GSA



### Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

## Included in this **Federal Performance Management Training**

- 3 days instructor-led training
- Federal Performance Management Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*
- Freshly baked cookies every afternoon\*