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PHOENIX TS

Federal Performance Management Training

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

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' Instructor-led Federal Performance Management 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, and how to evaluate performance against established standards and communicate results within the Federal Government. 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

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.



PhoenixTS

Course Outline

301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

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

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **\$1,395**

ATTENTION

For GSA pricing or Contractor quotes call
301-258-8200 - Option 2.

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*