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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.

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

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



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

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Starting at **\$1,050**

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GSA



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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*