How You Will Benefit

Cascade Agency Performance Measures to the Individual Employee Level

Develop an appraisal system that aligns employee performance to agency mission and goals

Recognize and Reward Individual Performance

Create an incentives awards program to improve efficiency, effectiveness and motivate employees to continue high performance

Distinguish between High and Low Performing Employees

Define performance expectations that reflect job requirements and more accurately assess employee's competencies and contributions

Improve Employee Performance with a System of Accountability

Develop a performance measurement system to track the results of your evaluation process

What You Will Learn

- New SES Performance Regulations
- Conduct Employee Performance Ratings
- Organize and Manage Employee Rating Boards
- Counseling Poor Performers and Taking Corrective Action
- Create an Incentives Awards Program
- Make Meaningful Distinctions Based on Relative Performance

Employee Performance Evaluations & Management

in Government

September 22 - 23, 2005 • Arlington, VA

The Performance Institute



Presented by:

The Performance Institute

Comply with OPM'S/OMB'S New Regulations for Senior Executive Appraisal Systems!

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Employee Performance Evaluations and Management

September 22 - 23, 2005 • Arlington, VA • The Performance Institute

PROGRAM AGENDA

Day One: September 22, 2005

8:30 Registration & Continental Breakfast

9:00 Employee Performance Evaluation Mandates and Trends
- Overview of OPM regulations on conducting employee performance evaluations
- Update on legislation and administration initiatives on performance-based pay

10:00 Step 1: Gain Leadership and Stakeholder Involvement
- Solidify senior leadership and stakeholder support for an integrated human capital strategic management process
- Create a project team to manage the process and communicate the plan
- Ensure that the initiative is supported by the necessary talent and data from beginning to end

12:00 Networking Luncheon

1:00 Step 2: Align Performance Plans to Agency Strategic Plan and Mission
- Build employee performance plans by using the GPRA Strategic Plan as a foundation
- Use the Logic Model approach to clarify mission, goals and strategies
- Align HR functions to deliver desired performance

3:00 Step 3: Define Employee Performance Standards
- Develop and implement employee performance measures that evaluate customer satisfaction, employee involvement and innovation and program results
- Communicate measures to ensure they cover the evaluation's full life cycle and are evaluated once a year

4:00 Adjourn

Day Two: September 23, 2005

8:30 Continental Breakfast

9:00 Step 4: Monitor and Reviewing Employee Performance
- Assess employees' competencies and compare them with the competency levels needed
- Periodically and consistently measure performance through different means to provide a complete assessment

10:30 Step 5: Develop Employee Performance
- Develop individual employee performance plans that align training initiatives with goals set forth in your strategic plan
- Design and implement strategies which maximize employee potential and focus on the future

12:00 Networking Luncheon

1:00 Step 6: Rate Employee Performance
- Make meaningful distinctions between high- and low-performing employees
- Define performance expectations that reflect job requirements and more accurately assess employee's competencies and contributions

2:30 Step 7: Reward, Counsel and Correct
- Create an incentives awards program to improve efficiency, effectiveness and motivate employees to continue high performance
- Differentiate among factors that create achievement problems

3:30 Scenario and Planning Exercise
- Determine how to roll out employee performance plans in order to achieve organizational change

4:30 Adjourn

METHODOLOGY COVERED

This training will focus on developing employee performance evaluations that are in alignment with the Office of Personnel Management's Civil Service Regulations. It will look at best practices from all levels of government focusing on the Senior Executive Performance Regulations.

RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Human Capital Management Certification Program. In addition, the Performance Institute offers customized education programs to federal and state agencies that wish to train staff members in their own facility on Employee performance evaluations and management. For more information about the certification and in-house training options available to you, please contact Blake Zach at 703-894-0481 or email him at Zach@PerformanceWeb.org.



Venue and Hotel:

Employee Performance Evaluations and Management will be hosted at the Performance Institute in Arlington, Virginia, just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building. Continental breakfast and a catered lunch will be provided for delegates on each day.

The Performance Institute
1515 N. Courthouse Rd., Suite 600, Arlington, VA 22201
703-894-0481

A limited number of rooms have been reserved at a discounted rate of $153 at the Holiday Inn Rosslyn at Key Bridge. Please contact the hotel directly and use code ILCORPER when making reservations.

Holiday Inn Rosslyn at Key Bridge
1900 Fort Meyer Drive
Arlington, VA 22209
1-800-368-3408
www.holiday-inn.com/rosslynkbridge

Tuition and Group Discounts:

The fee for attending Employee Performance Evaluations and Management is $1095. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling Tom Bentson at 703-894-0481 or emailing him at Bentson@PerformanceWeb.org. Be sure to use program code **P428** when you register.

Cancellations and Quality Assurance:

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to: Chris DeMaio, Chief Operating Officer, The Performance Institute, 1515 N. Courthouse Road, Suite 600, Arlington, VA 22201 (phone: 703-894-0481). We will evaluate individual complaints in a context of collective comments from the event. Note: A $150 service fee will be charged on cancellations received less than three weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future Performance Institute conference.

NATIONAL REGISTRY OF CPE SPONSORS

CPE Credit:
Delivery Method: Group-live
Program Level: Intermediate
Prerequisites: None
Advanced Preparation: None
CPE Credits: 13

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Employee Performance Evaluations & Management in Government

REGISTRATION FORM

To Register:

1. Call 703-894-0481
2. visit www.performanceweb.org
3. or fax this form to 703-894-0482

DELEGATE INFORMATION

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CARD NUMBER EXPIRATION