

Effective Performance Management

Description: This is a class for those who have responsibility for implementing or managing the federal sector's performance management system. It can be adapted to particularly suit an agency's needs. There is an emphasis on practical exercises. Among others, the topics covered include: the statutory and regulatory foundation for the performance management system, a familiarization and understanding of the key performance management terms, the drafting and use of reasonable performance standards and critical elements, administration of a Performance Improvement Plan and common pitfalls.

Length: 2 days

Table of Contents

| | <u>Page</u> |
|--|-------------|
| I. Introduction | 1 |
| II. Scope and Objectives | 3 |
| III. A Brief History of the Federal Government's Performance Management System | 5 |
| IV. The Important Definitions | 6 |
| V. An Overview of the Current Performance Appraisal System | 9 |
| VI. Probationer Employees | 11 |
| VII. A Closer Look at the Performance Management System | 12 |

VIII. Pitfalls 29

IX. Conclusion 30

Attachments

A. A Primer on Adverse Actions 31

B. MOA, Chapter 430 44

C. Sample Performance Appraisal Plan 61

D. MLA, Art. 15 68