

Performance Management Overview

People managers achieve agency results by hiring, assessing, developing and retaining quality talent one employee at a time.

Participants: Supervisors/Managers with one or more direct reports

Workshops Half-day	Knowledge/ Skills	Processes/ Tools	Supporting Resources
1. Performance Management: Hiring the Best	Behavioral-based interviewing On-boarding new employees	Accountability flow chart Hiring process map Interviewing Hiring Career/Executive service comparison chart	Rule 1120- 2 ⇨ Employment Practices 3 ⇨ Position Classification 4 ⇨ Compensation 5 ⇨ Job Performance Plan & Evaluation 6 ⇨ Attendance & Leave Process map and state templates OPP on-line workshop PE on-line workshop Job classifications List of eligible's (Register)
2. Performance Management: Assessing for Performance	Giving and receiving feedback Writing SMART performance objectives	Feedback Hiring process map	Rule 1120- 5 ⇨ Job Performance Plan & Evaluation 6 ⇨ Attendance & Leave 7 ⇨ EEO/AA 10 ⇨ Disciplinary Action 11 ⇨ Grievance 12 ⇨ Review of Written Reprimand 14 ⇨ Employee Feedback PE on-line workshop OPP on-line workshop ADAAA quarterly workshop
3. Performance Management: Developing for the Future	Coaching Situational Leadership Model Delegating	Coaching Situational Leadership Model Delegating	Rule 1120 – 5 ⇨ Job Performance Plan & Evaluation 6 ⇨ Attendance & Leave 7 ⇨ EEO/AA 10 ⇨ Disciplinary Action OPP on-line workshop PE on-line workshop
4. Performance Management: Retaining Talent	Recognition Motivating Employee engagement Multi-Generation workplace	Tennessee Manager Top Actions to Retain Talent Recognition tips	Rule 1120 – 4 ⇨ Compensation 5 ⇨ Job Performance Plan & Evaluation 8 ⇨ Training 9 ⇨ Employee Relations RW Managers workshop ADAAA quarterly workshop



For details visit SLS website: www.tn.gov/dohr/learning/learning.html