



Performance Management Series Workshop Descriptions

To receive free consultation on how to bring Performance Management Series to your agency contact Karen Eddy or Trish Pulley or you may register for a workshop by contacting your agency training coordinator or manager

1/2 day workshops are \$100

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

Workshop 1:

Hiring the best—is a half-day workshop focused on the best practices of hiring.

Upon completion of this workshop, people managers will be able to:

- Differentiate between hiring the best candidate and the best employee
- Utilize the state hiring process per state rules, policies, and procedures
- Explain the four best hiring practices for state government people managers
- Demonstrate how to interview a candidate based upon the Behavioral Interviewing skill set
- Apply the six step reference guide in making a hiring decision
- Define on-boarding and identify the key on-boarding strategies

Workshop 2:

Assessing for Performance—is a half-day workshop focused on people managers learning the value of assessing employee performance.

Upon completion of this workshop, people managers will be able to:

- Define assessing for performance
- Identify the key factors in a high performing work environment
- Explain the “psychological contract” between managers and employees
- Utilize the SMART formula when developing job performance objectives
- Recognize the value of creating a culture of continuous feedback
- Apply the skill of feedback

Workshop 3:

Developing for the Future—is a half-day workshop focused on equipping managers with the skills needed to develop employees.

Upon completion of this workshop, the people manager will be able to:

1. Speak to the strategic business reason for developing direct reports
2. Explain the “big 3” skills a manager uses to develop direct reports
3. Use the managerial tools that support the “big 3” skills

Workshop 4:

Retaining Talent—is a half-day workshop focused on best practices for retaining the talent in your agency.

Upon completion of the workshop, the people manager will be able to:

1. Differentiate between all employee and talent retention approach
2. Explain the unique power the people manager role has in talent retention
3. Apply practical tools for retaining talent

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