

### Content Summary:

The *Developing Effective Performance Standards* course equips participants with the tools needed to identify agency strategic goals, write standards for various performance levels, communicate performance expectations effectively, and create effective performance elements and measurable standards. The design includes a wide variety of instructional techniques designed to maximize adult learning including mini lectures, group discussions and activities, role-playing, simulations, case studies, videos, and individual and team action planning. This course encompasses the following modules:

- Performance Management Overview
- Planning for Performance: Developing Elements and Standards

<b>Audience:</b> Management Professionals	<b>Duration:</b> 1 day
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### Agenda:

#### **Module 1: Performance Management Overview**

The *Performance Management Overview* module introduces participants to the components of performance management and management's responsibilities.

#### **Module.2: Planning for Performance: Developing Elements and Standards**

The *Planning for Performance: Developing Elements and Standards* module helps participants create performance plans and elements, link individual performance to organizational goals, develop performance standards, solicit employee input, and communicate performance expectations.