



Managing Performance Seminar

As a Federal supervisor, you're responsible for shouldering two important responsibilities: guiding your team to success and taking disciplinary action if the need arises. In this seminar, supervisors will explore key elements of effective performance management in the Federal workplace, while satisfying supervisory training requirements.

- Learn effective methods for improving employee productivity and encouraging high levels of performance.
- Know how to identify the personal styles, beliefs and practices that support or interfere with effective performance management.
- Understand the systemic and legal elements that support the use of disciplinary action and termination in the Federal Government.



Setting the Stage for High Performance and Responding to Unacceptable Performance

This seminar offers unmatched insight into the most effective techniques to improve communication with and motivation of employees to encourage optimal workplace performance. The seminar also helps supervisors recognize and avoid common pitfalls in discipline and termination situations.

SKILL IMMERSION

COMPETENCIES

- Accountability
- Developing Others
- Interpersonal Skills

LOCATION

Washington, D.C.

Visit www.leadership.opm.gov for additional location information.

For class schedule, please go to www.leadership.opm.gov



“After taking this course, I will be better versed to talk with HR about personnel disciplinary issues.”

Register Now for the Managing Performance Seminar

This seminar is designed for new and experienced Federal supervisors.

Note: This program satisfies two supervisory training requirements outlined in 5 CFR 412:202.

1. Improve employee performance and productivity.
2. Identify and assist employees with unacceptable performance.

Understand Best Practices of Performance Management and Apply Them Effectively in the Workplace

- Implement effective performance management practices that set expectations and encourage high levels of performance.
- Gain insight into personal styles, beliefs and practices that support or obstruct effective performance management.
- Learn and practice techniques for increased effectiveness in communication, motivation and support to encourage optimal employee performance.
- Differentiate between the problems of unacceptable performance and unacceptable conduct.
- Understand the systemic and legal elements that support the use of disciplinary action and termination in the Federal system.
- Recognize and avoid common pitfalls in discipline and termination situations.
- Formulate a plan to apply course tools and techniques when back in the workplace.

“As a result of this course, I am committed to developing more measurable performance plans, holding employees accountable and evaluating accordingly.”

TUITION

\$2,300

The cost of meals and lodging is not included in tuition for the Washington, DC, sessions.

For class schedule, please go to

2 JUL 2012

Three Ways to Register

1. Register Online at www.leadership.opm.gov

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

2. Fax a Registration Form online. This form can be used for courses at the Federal Executive Institute or Management Development Centers.

3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632

Phone: 304-870-8008

Fax: 304-870-8078

TDD/TTY 304-870-8066

Email: register@opm.gov



UNITED STATES OFFICE OF
PERSONNEL MANAGEMENT

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