

U.S. Department of Energy - Oak Ridge Office
Human Capital Assessment Group
Training Course Bulletin

Course Name: **RESULTS-FOCUSED PERFORMANCE MANAGEMENT -
SUPERVISORY**

Course Number: **001771**

Session Number: **0024 – October 27, 2008 (8:30-4:30)**

0025 – October 28, 2008 (8:30-4:30)

Description: This 8-hour course will provide supervisors with a good understanding of, and the skills needed to develop “Results-Focused Performance Elements with Credible Measures” as part of their Performance Management responsibilities.

Objectives:

- Write results-focused critical elements with measures
- Link individual performance to organizational goals
- Utilize the SMART Tactic: Specific, Measureable, Achievable, Relevant, Time-bound
- Recognize the value of a results-focused performance plan
- Identify effective ways to collaborate with employee in developing performance plans

One-on-one coaching sessions are planned for October 30 in B4-12. See below for the time slot assigned for your organization.

Audience: All DOE Federal Managers and Supervisors

Vendor: C² Technologies, Inc.

Instructor: Kari Schaeffler

Date(s): October 27, 2008 or October 28, 2008

Time: 8:30-4:30

Location: B4-12

Slots: 25

Cost: Funded by HQ

To register:

Federal employees should access the HCAG homepage and forward a completed electronic Training Request Form <http://www.ornl.gov/tdd/tddreq.htm>.

COACHING SESSIONS – October 30, B4-12

8:30-10:00	Office of the Manager Public Affairs Office Office of Partnerships and Program Development Office of Chief Counsel Assistant Manager for Nuclear Fuel Supply Assistant Manager for Science
10:00-11:30	Assistant Manager for Environmental Management
12:30-2:00	Assistant Manager for Financial Management Assistant Manager for Environment Safety and Health
2:00-3:30	Assistant Manager for Administration Assistant Manager for Security and Emergency Management
3:30-4:00	Open

You do not need to register for this session.

(Bulletin No. 1008-831)

