

PERFORMANCE MANAGEMENT

A virtual course offering brought to you by HR Academy

REGISTRATION IS NOW OPEN

OVERVIEW

Are you a new VA HR professional and need to learn VA's performance management system? The **Performance Management** course will teach you to use a systematic performance management process, to determine employee performance elements and write measurable standards.

You'll also learn to monitor an employee's performance and provide effective feedback, conduct progress reviews, accurately document performance, and reward effective performance.

WHAT YOU'LL LEARN

In this course, you'll learn how to:

- Advise employees on performance management issues
- Develop performance elements and determine appropriate measures
- Write standards that include specific performance measures
- Identify methods for monitoring performance
- Use appropriate and effective feedback
- Identify and implement a process for preparing and conducting progress reviews and appraisals
- Identify the characteristics of good documentation
- List some common awards that may be associated with performance ratings

Ideal participants will have the following job/proficiency levels:

Employee Benefits Specialist:
Learner, Role Model/Coach, Expert

Employee Development Specialist:
Novice, Learner, Solid Practitioner,
Role Model/Coach, Expert

Employee Relations Specialist:
Novice, Solid Practitioner,
Role Model/Coach, Expert

HR Generalist Specialist:
Learner, Solid Practitioner,
Role Model/Coach, Expert

Labor Relations Specialist:
Learner, Solid Practitioner,
Role Model/Coach, Expert

Position Classification Specialist:
Learner, Role Model/Coach

Recruitment and
Placement Specialist:
Novice, Learner,
Solid Practitioner,
Role Model/Coach

For more information about this course, including upcoming course dates and other HR Academy training opportunities, visit the [HR Academy Learning webpage](#). Look for this course under Register for Scheduled Courses (O-Z).

For questions, please contact training_administrator@sra.com

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