



Performance Management and Development

Spotlight for Supervisors

September 2019

The first phase in the *Performance Management and Development Cycle* is **Plan**. During this phase, a collaborative effort between the supervisor and employee occurs which involves reviewing the job description; identifying critical performance objectives; developing goals; setting expectations; explaining how an employee can meet and exceed standards; and discussing training objectives to help the employee develop competencies or identify career development objectives.

PM&D Workshop Series Name	Date	Time	Location
Coaching Employees Toward Development	10/9/2019	8:30 A.M. to 12:30 P.M.	Rhodes Tower
The Starting Point: Planning, Exploring Expectations, Goals & Competencies	10/23/2019	12 P.M. to 4 P.M.	GSD, Surface Road
It's That Time: Evaluating Year-End Performance	10/30/2019	12 P.M. to 4 P.M.	GSD, Surface Road

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The resources below are available through **Learning on Demand** to assist you in exploring more on the topic of *Performance Management and Development*.

- [Performance Management: Be Clear on the Goals](#) – video, 3 mins.
- [S.M.A.R.T. Goals](#) – video, 3 mins.
- [Goals and Setting Goals](#) – course, 2 hours

To learn more about *Performance Management and Development*, exempt and IT professionals can visit **Learning on Demand** by clicking on the link below.

- Go to MyOhio.gov.
- Sign on with your OH|ID Workforce User ID and Password. User IDs and Passwords are case sensitive. Be sure your Caps Lock key is off.
- Click **My Workspace**, then select **Applications** and click **Learning on Demand**.

Please review and adhere to your agency's training and development policies, procedures and guidelines regarding the use of Learning on resources and tools.

For more information about *Performance Management and Development*, email ePerformance@das.ohio.gov or call 614-728-8973.

Engaging and Developing Talent