Performance Management and Development
Spotlight for Supervisors

February 2020

The *Performance Management and Development Cycle* is a process that illustrates the components of a complete performance year via three major phases: **Plan**, **Engage**, and **Evaluate**. During the **Plan** phase, supervisors collaborate with employees in setting their goals and expectations for the performance year. **Engage** involves providing scheduled and in-the-moment feedback to reinforce positive behavior. Finally, the **Evaluate** phase involves summarizing and delivering each employee's annual evaluation.

PM&D Workshop Series Name	Date	Time	Location
It's That Time: Evaluating Year-End Performance	4/15/2020	12 P.M. to 4 P.M	GSD, Surface Road
Coaching Employees Toward Development	4/22/2020	8:30 A.M to 12:30 P.M	RSOT, 231
The Starting Point: Exploring Expectations, Goals & Competencies	4/29/2020	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.
- ➢ [Better Feedback](#) – video, 4 mins.
- ➢ [The Elements of an Effective Performance Appraisal](#) – SkillBrief

To learn more about the *Performance Management and Development Cycle*, 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