



Performance Engagement Community Spring Teleconference

March 4, 2020

Meeting Agenda

Welcome & Introductions

PM&D Cycle Sharing

Learning on Demand Monthly Spotlight Format

First PEC All Hands Meeting

Next Steps – Future Plans





Vision:

Engage agency performance management practitioners in programmatic discussions and networking opportunities to enhance agency performance management culture.

Mission:

Support agencies in their practice of performance management by providing a guided forum in which practitioners can discuss key issues surrounding the culture of performance management while formulating creative solutions.

PM&D Cycle Sharing



LOD Monthly Spotlights: Current Format

- Released monthly
- Topics centered on PM&D Cycle
- Comparable content from Learning on Demand component
- Workshop Series future training dates



The screenshot shows a webpage titled "Performance Management and Development Spotlight for Supervisors" for November 2019. It features a circular diagram with "Evaluate", "Plan", and "Engage" stages. The main text describes coaching as a participative development process. A table lists three workshops: "Coaching Employees Toward Development", "The Starting Point: Planning, Defining Expectations, Goals and Competencies", and "It's That Time: Evaluating Year-End Performance". Below the table, there are links to resources and a sign-up link for "Learning on Demand".

PM&D Workshop Series Name	Date	Time	Location
Coaching Employees Toward Development	1/15/2020	12 P.M. to 4 P.M.	GGC, Beach/Banyan
The Starting Point: Planning, Defining Expectations, Goals and Competencies	1/22/2020	8:30 A.M. to 12:30 P.M.	Rhodes Tower, 201
It's That Time: Evaluating Year-End Performance	1/29/2020	8:30 A.M. to 12:30 P.M.	Rhodes Tower, 201

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LOD Monthly Spotlights: Proposed Format

- Released monthly
- Topics centered on PM&D Cycle
- Comparable Content from Learning On Demand component
- Workshop Series future training dates
- Content and material related to ePerformance*
 - Best Practices*
 - Job Aids*
- Larger format and scale*
 - Poster size*




Performance Management and Development Spotlight for Supervisors

MARCH 2020

The first phase of 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.

At this time, Supervisors should begin the process of *creating* their employee's *new* Annual evaluations within ePerformance. Having goals and expectations established at the start of a new review period ensures a mutual understanding and agreement of what's expected from *BOTH* the supervisor and employee within the job.

Learning on Demand

The resources below are available to assist you in exploring more on the *Planning Phase* topic.

- > Performance Management: Be Clear on the Goals
[Video, 3 minutes](#)
- > S.M.A.R.T. Goals
[Video, 3 minutes](#)
- > Goals and Setting Goals
[Course, 2 hours](#)

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

- ❖ Go to [MyOhio.gov](#).
- ❖ Sign on with your OHJID 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**.

Performance Management & Development Training Hub			
Workshop Name	Date	Time	Location
It's That Time: Evaluating Year-End Performance	4/15/2020	12 P.M. to 4 P.M.	SSD, Beech / Banyan
Coaching Employees Toward Development	4/22/2020	8:30 A.M. to 12:30 P.M.	Rhodes Tower, 231
The Starting Point: Exploring Expectations, Goals & Competencies	4/29/2020	12 P.M. to 4 P.M.	SSD, Beech / Banyan

ENROLL NOW

ELM: [myOhio](#) > [MY WORKSPACE](#) > [myLearning](#)
Ohio Learn: [myOhio](#) > [MY WORKSPACE](#) > [Ohio Learn](#)

ePerformance System

The resources below are available to assist you in exploring more on the *Planning Phase* topic.

- > Manager Rater Quick Reference Guide – [PDF](#)
- > Creating a Performance Document & Establishing Criteria – [PDF](#) / [VIDEO](#)
- > Cloning a Document – [PDF](#) / [VIDEO](#)

Tips and Tricks

- ❖ The cloning feature can be an extremely useful feature for Supervisors that have *multiple employees* within the *same* Job Classification performing the *same* duties.
- ❖ It's recommended that *AT LEAST* one evaluation, every review period, be created from scratch before cloning the rest. This way Supervisors can ensure they are getting the most updated version of the system software.
- ❖ Cloning is a "*forward-facing*" application. A document that will be cloned, therefore, can *ONLY* be cloned for that same review period OR any future date. It cannot go backwards in time.

To learn more about the ePerformance system and its features, employees can visit our ePerformance Toolkit by clicking the link below:

- ❖ Go to [ePerformance Toolkit](#)

NOTE: Please *review and adhere* to your agency's training and development policies, procedures and guidelines regarding the use of Learning on Demand 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



PEC All Hands Meeting



PEC All Hands Meeting: Layout & Agenda

- May 6, 2020
- Roughly 3-hour time span allocated
- **ALL** interested agency performance personnel & PEC Members
- Interactive forum centered around PM&D
 - Workshop Series Breakout Sessions
 - Agency/Guest Speaker



Next Steps

- Meeting Recap
- Finalize All Hands Meeting Agenda
- Survey



Roadmap for Managing and Developing Performance: FY21 Training Plan

1

The Starting Point: Planning, Exploring Expectations, Goals, and Competencies

Plan

2

Engaging and Supporting Performance

Engage

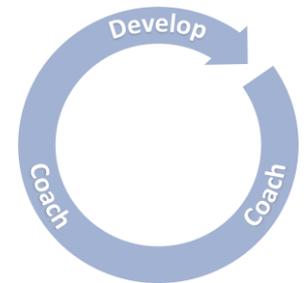
3

It's that Time: Evaluating Year-end Performance

Evaluate

4

Coaching Employees Toward Development







Contact Information

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