



# Performance Management and Development Spotlight for Supervisors

**OCTOBER 2021**

The ongoing phases of the **Performance Management and Development Cycle** are **Coaching & Development**.

Coaching is a **participative development process** between the supervisor and employee with the aim of providing **targeted guidance** in achieving measurable improvement toward a stated goal, objective, or performance issue. During a coaching conversation, whether **in-person** or **virtual**, the employee and supervisor meet regularly to assess progress, discuss changes in expectations and/or goals, and determine if additional support is needed. It is important that supervisors begin to shift from a corrective approach to one that supports the development of employees.

Within ePerformance, there are two specific documents that can assist supervisors and employees in the **Coaching & Development** phases:

the **Performance Improvement Plan (PIP)** and the **Career Development Plan (CDP)**. The PIP outlines the development objectives that an employee **MUST** perform to improve performance expectations. These documents are **created by the supervisor**, at any point, during the Annual Cycle and follow a specific timeframe during which the employee will achieve improvement. The CDP serves as a formalized outline of development opportunities which the employee **WOULD LIKE** to accomplish within a selected timeframe. CDPs can be created at any time, by either the supervisor or employee.

This month's selected article from the **Talent Management Excellence** is titled "[Evolving Performance Management for Employee and Team Success.](#)" We hope that you find this information useful!

Performance Management & Development VIRTUAL Training Hub			
Workshop Name	Date	Time	Location
The Starting Point: Setting Goals & Expectations	10/20/2021	12:00 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
Evaluating Employee Performance	11/3/2021	12:00 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
<b>ENROLL NOW</b>			
<a href="#">Ohio Learn: myOhio &gt; MY WORKSPACE &gt; Ohio Learn</a>			

## Learning on Demand

Below are available resources to assist you in exploring more on the **Coaching & Development Phases**.

- **Coaching Techniques that Inspire Coachees to Action**  
[Course, 25 minutes](#)
- **Coaching & Mentoring are the Key to Leadership Development**  
[Video, 3 minutes](#)
- **Good Coaches Ask Questions -** [Video, 4 minutes](#)

To learn more about the **Coaching & Development Phases** and other aspects of **Performance Management & Development**, you can visit **Learning on Demand** by clicking on the link below.

- ❖ Go to [MyOhio.gov](http://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.
- ❖ Within **My Workspace**, click the **Launch OH|ID App Store** link and select the **Learning on Demand** app.

**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.

## ePerformance System

Below are available resources to assist you in exploring more on the **Coaching & Development Phases**.

- **Manager Rater Quick Reference Guide** – [PDF](#)
- **Supervisor Creates Career Development Pan (CDP)** – [PDF](#)
- **Supervisor Creates Performance Improvement Plan (PIP)** – [PDF](#)

## Tips and Tricks

- ❖ PIP's are broken into two sections: **Improvement Opportunity** and **Improvement Plan**. The Improvement Opportunity section serves as the over-arching area **targeted** for improvement (e.g., employee improves upon Customer Focus knowledge and skills). The Improvement Plan section focuses on the steps the employee will take to achieve each Opportunity listed, with a date field provided for specific timeframes (e.g., DAS-offered training courses, peer shadowing/mentoring).
- ❖ CDP's are broken into four sections: **Career Enhancement Goals**; **Personal Learning Goals**; **Developmental Objectives**; and **Developmental Training Assignments**. A common example used within a CDP might be a promotional opportunity (i.e. Career Enhancement) or earning a master's degree (i.e. Personal Learning Goal). More specific definitions of the sections can be found within the Job Aid link above.

To learn more about the ePerformance System and its features, visit the ePerformance Toolkit by clicking on the following link: [ePerformance Toolkit](#) or by contacting us at: [ePerformance@das.ohio.gov](mailto:ePerformance@das.ohio.gov).

*Engaging and Developing Talent*