



U.S Fish & Wildlife Service

# National Conservation Training Center

## *Course Description*

### Managing Employee Performance

DOI-SUPV-OLT-105

#### Target Audience

New and Experienced Supervisors and Managers.

#### Summary and Objectives

This webinar is an ideal course for new managers who have been promoted, but perhaps not prepared. This course teaches new managers how to transition from being a peer or buddy to now managing their peers, by helping them focus on developing self-awareness, their own leadership style, and a leadership plan. Learn how to navigate the way employees treat a new boss Develop a leadership strategy and SWOT analysis of the team Identify the four personalities on a team and how to manage them all Improve performance with effective time and performance management techniques Equip new bosses with the skills they need to lead new, inherited, and tenured employees.

Upon completion of this course, participants will be able to:

- develop a good employee performance plan.
- write critical elements that align with organizational goals and employees' Position Description and help accomplish the organization's mission.
- develop performance standards that use credible measures such as quality, quantity, timeliness, and cost-effectiveness, and you'll learn how to write an effective narrative summary to describe an employee's annual performance at the end of the year.
- discuss these performance requirements as outlined in the EPAP with the employee, how to provide constructive feedback on employee performance throughout the evaluation cycle, and how to conduct a thorough performance rating discussion.

#### Curriculum Category

Supervision & Employee Development

#### Course Type

Online Self Study

#### Tuition

\$0

#### Instructional Hours

2

#### Credits/ CEUs

0

#### College Credits

0 semester hours

#### Course Contact

Paula Elder:

[paula\\_elder@fws.gov](mailto:paula_elder@fws.gov)

#### Course Frequency

Anytime

#### Registration Link

[DOI Talent](#)