

Performance Management Architect® Certification

What are the best practices for successful performance management systems ?

A well designed performance management system aligns individual employees with the organization's strategic goals, establishes individual performance objectives, provides a formal framework for coaching and feedback, and results in an objective performance appraisal to recognize achievements.

The **Performance Management Architect®** provides ten research and experience-tested **Performance Dimensions** that are keys to creating an effective performance management process in your organization. These ten **Performance Dimensions** are used in targeted goal setting, monitoring and documenting performance and results, coaching and feedback, writing and delivering an accurate appraisal of employee performance, and designing useful individual development plans.

Participants will learn how to:

Create the roadmap for designing and incorporating a comprehensive performance management system that embodies best practices for goal setting and performance appraisal

- Provide practical, straightforward methods for implementing a performance management process that line managers will support
- Differentiate between the application of the ten **Performance Dimensions** in goal setting and appraisal and the use of competencies to guide development and coaching
- Apply **Performance Dimensions** to create individual performance goals that are aligned to organizational strategy
- Provide meaningful coaching and feedback by objectively observing, recording performance, and having effective conversations with individual performers to guide development and improvement
- Write and deliver objective and accurate reviews of employee performance
- Create individual plans for development and improvement
- Manage change processes and implement a well-defined approach to performance management

Course details:

One-day course: Class hours are 8:30 AM – 4:30 PM

Who should participate?

Practitioners within Human Resources, Organization Effectiveness and Development, or those with performance management responsibilities including directing, documenting or evaluating employee performance.

Note: Lominger International and The Crawford Group do not certify consultants on restricted tools.

Prerequisite:

Leadership Architect® 101 workshop or Career Architect® certification

Dress: Business Casual/casual – jeans and sandals okay (this IS California after all!)

Meals: A continental breakfast, lunch and refreshments will be provided

Shipping:

If you have flown to this workshop and you wish to ship your materials home rather than carrying them, boxes will be available at the end of the workshop. If you have a FedEx or UPS account - be sure to bring your account number to make that process easier.

Materials required for this course include:

- *FYI For Performance Management Architect®* book
- *Performance Management Architect®* Placemats (goal-setting, coaching & appraisal)
- *Performance Management Architect®* card deck
- Certification manual
- *Performance Management Architect®* companion

Please note that participants may not share course materials. Each participant is required to use current paper products in this workshop.



Talent management for today and tomorrow



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REGISTRATION FORM: 2009 Performance Management Architect®

Certifications

Apr 22 Sept 30 Dec 2

Prerequisite: Leadership Architect® 101 or Career Architect® certification

Name: _____ Organization: _____

Title: _____ Department: _____

Address: _____ Email: _____

_____ Phone: _____

City _____ FAX: _____

State: _____ Zip: _____ Website: _____

Registration Fee: Early course fee of \$799.00 payable to: **The Crawford Group. Registration form and fee must be received four (4) weeks prior to course date to get discounted rate.** Individuals who register after the 4 week prior deadline date will pay the regular price of 1000.00 for this workshop. Fees are due and payable at the time of registration. Email or fax the registration form. You may pay for your registration fee with a credit card via PayPal on our website, or mail your check to: The Crawford Group, PO Box 131284, Carlsbad, CA 92013. For business checks, please be sure to include the name of the course and participant on/with the check.

Materials Fee: Approximately \$375.00 plus tax and shipping. **Once your registration fee has been received, we will order your materials directly from Lominger International.** Materials will be shipped to The Crawford Group and brought to the course site for you. Lominger International will charge your credit card directly for the materials ordered. Please provide your credit card information.

Credit Card: ___ VISA ___ MC ___ AmEx

Account # _____

Name on the Card _____

Expiration Date: _____

Trainer: **Lisa Crawford will be the trainer for this workshop**

► Please complete this registration form and **FAX it to The Crawford Group at 253.679.5625** to hold your place in the class. Your materials will be ordered once your payment has been received.

Our Cancellation Policy: Cancellations made during the ten working days prior to the workshop will forfeit the registration fee. All cancellations must be received via fax or email. Substitutions of employees from within the same organization are welcome. Unopened materials may be returned to Lominger International **only with their approval.** They are subject to a re-stocking fee

Once your registration process is complete and your materials ordered, you will receive a confirmation email with additional information and directions. For your convenience if you are traveling here, training sessions always take place in hotels, so, based on availability, you should be able to stay in the same location if you desire.

If you have additional questions, please call Lisa Crawford at 760.476.1552 or email her at lisa@thecrawfordgroupinc.com

We look forward to seeing you at the workshop in gorgeous San Diego!