

Individual Performance Goal Writing Online Course

Student Workbook

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FEMA

Employee Performance Management Program
Workforce Relations Division
Office of the Chief Component Human Capital Officer

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About this Computer-Based Training Course

Purpose

The purpose of the Individual Performance Goal Writing Training program is to support the alignment of FEMA with DHS initiatives for measuring employee performance by providing supervisors and employees with instruction for writing Individual Performance Goals.

This is the Individual Performance Goal Writing Course Student Workbook. This course will guide participants through the Individual Goal Writing process and enable them to write goals for themselves and subordinate staff. Participants will practice a step-by-step process to develop their own Individual Performance Goal.

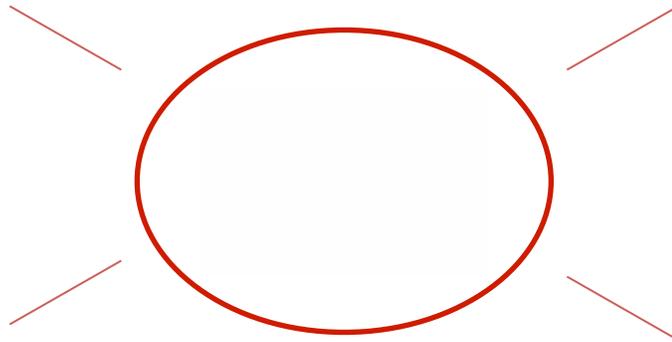
Course Objectives

At the end of the course, participants will be able to:

- Assess current and desired primary responsibilities, given knowledge of current assignments and job functions.
- Write an individual Performance Goal Outcome Statement for the upcoming Performance Cycle, given knowledge of job responsibilities.
- Explain how the components of the Individual Performance Goal structure relate to each other.
- Identify the Mission and/or Strategic Initiative to which an Individual performance Goal outcome aligns.
- Write descriptions of actions, targets and measures for “Achieved Expectations” and “Achieved Excellence”, with enough distinction to all for an “Exceeded Expectations” level between them.
- Assign percentage weights to Individual Performance Goals in such a way that together they add up to 100%.

Lesson 1: Personal Responsibilities Diagram

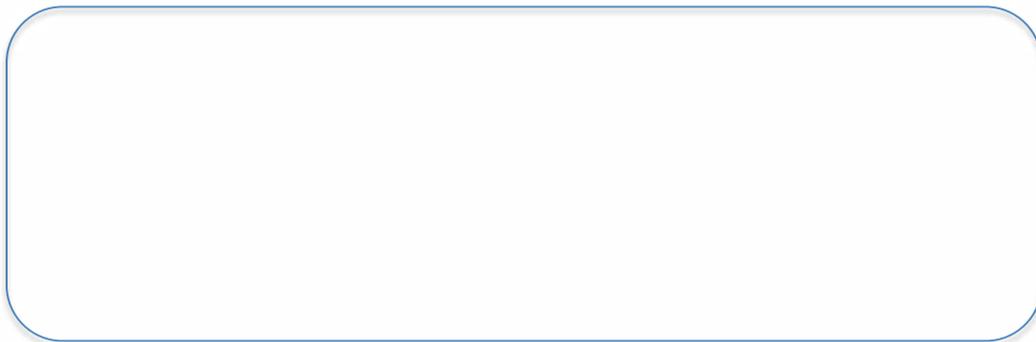
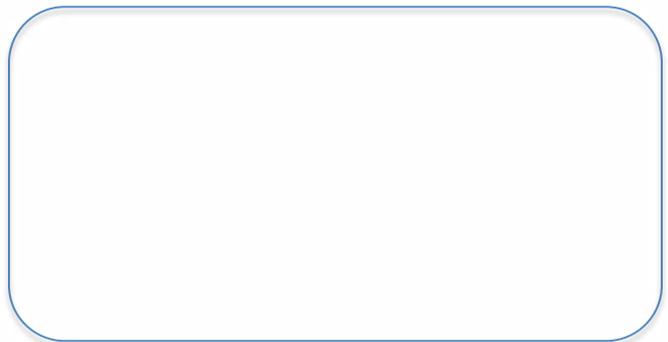
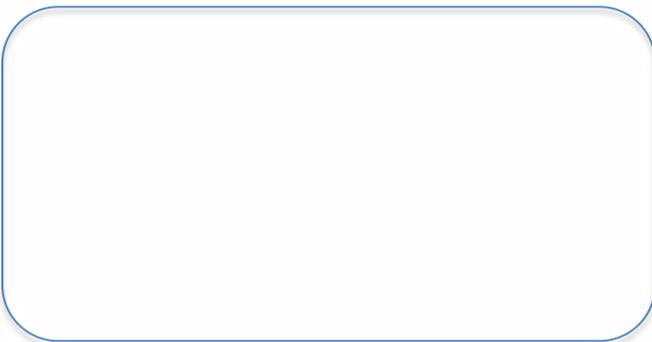
List your primary responsibilities in the diagram below.



Lesson 2: Drafting an Outcome Statement

Draft an Outcome Statement that describes the ultimate outcome you want to achieve in your chosen responsibility area.

Lesson 3: Individual Performance Goal Structure



Lesson 3: Goal Alignment Process

List the portion of the Mission, Strategic Initiative, or other priority to which your goal aligns.

Lesson 3: Describing Actions, Measures, Targets

Draft descriptions of Actions, Measures, and Targets you will use to achieve the desired outcome of your Individual Performance Goal at the Achieved Expectations and the Achieved Excellence levels.

Achieved <i>Expectations</i>		
Actions	Measures	Targets

Achieved <i>Excellence</i>		
Actions	Measures	Targets

Lesson 3: Assigning Weights to Goals

Review the goal you have developed in this workbook. Consider other goals you currently have. Briefly summarize your top goals below.

Goals	Weight (%)
Total	100%



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