

Playing an Active Role in your Performance Program Development

Organizational Development & Training



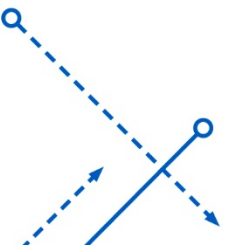
University at Buffalo

Human Resources

Division of Finance and Administration

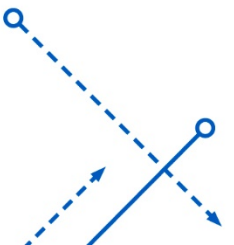
Goal: UB as a Learning Organization

- We commit to continuously grow & transform the workforce
- Employee development is an expectation and part of everyone's performance program
- We promote systems/processes that encourage & reward the development of people at all levels



Initiatives to Support UB as a Learning Organization

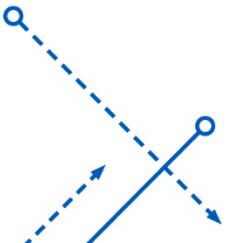
- Commit to continuously grow & transform the workforce
 1. Competency Development (2018)
- Employee development as an expectation-part of performance program
 2. Performance forms in UB EDGE (2018)
- Promote systems/processes that encourage & reward the development of staff
 3. Career Coaching Service (2017)





3 Things You Can Do to Play an Active Role

1. Participate in Competency Development
2. Contribute to your Performance Program Development
3. Take Advantage of Career Coaching Service



The background features a complex network of blue lines and arrows. Some lines are solid, while others are dashed. The arrows point in various directions, creating a sense of movement and interconnectedness. The overall aesthetic is clean and modern, typical of corporate or academic branding.

1. Participate in Competency Development



University at Buffalo

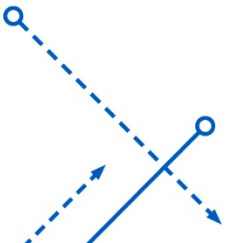
Human Resources

Division of Finance and Administration

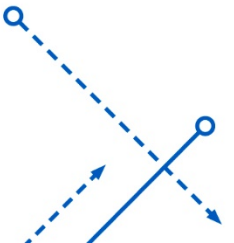
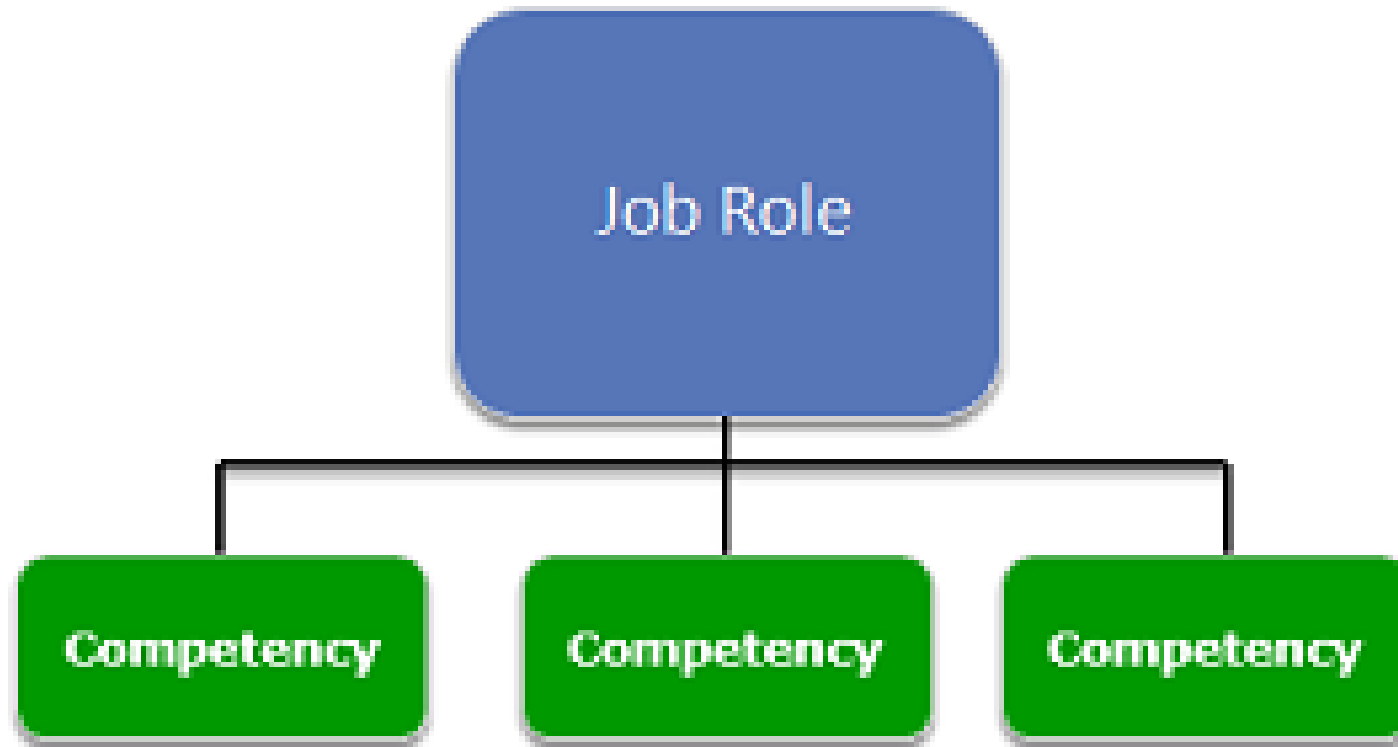


Competency Development

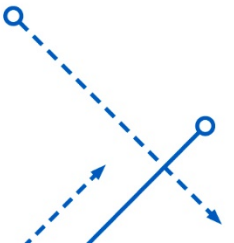
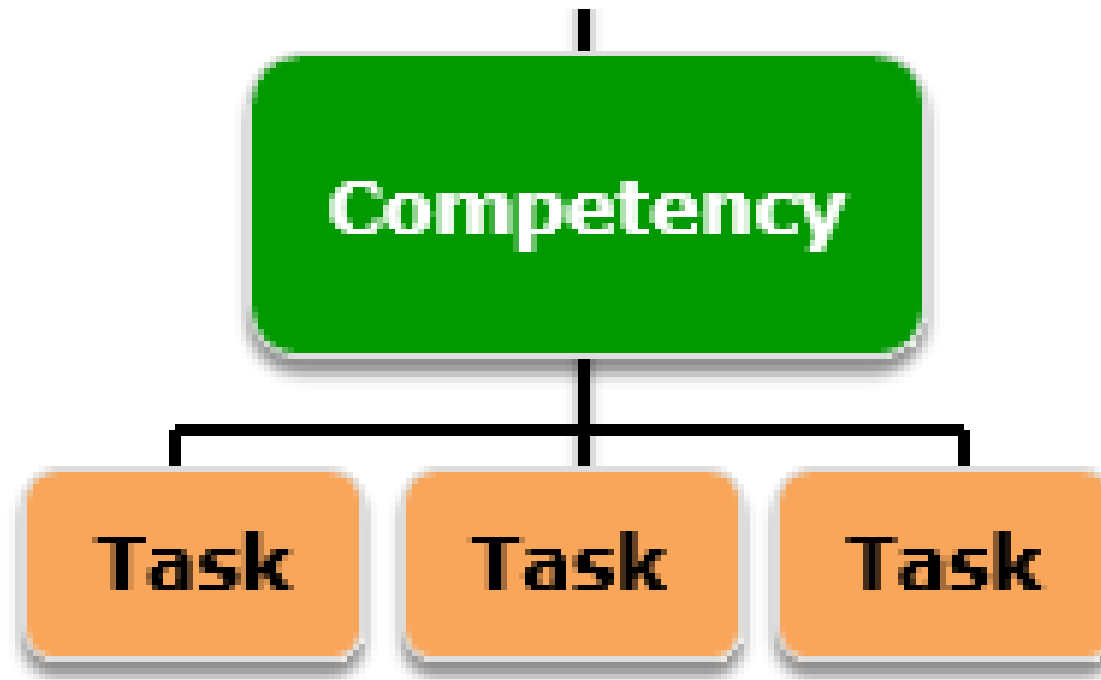
What is a competency?



- A competency is something you need to be able to do well in a specific job role



- The combination of skills, knowledge, characteristics, behaviors, and traits that contribute to good performance



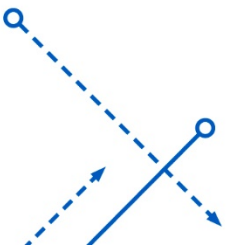
Team Work

Average Behaviors

- Does their share of the tasks
- Communicates with team as needed
- Collaborates
- Positive attitude toward teammates
- Shares ideas

Outstanding Behaviors

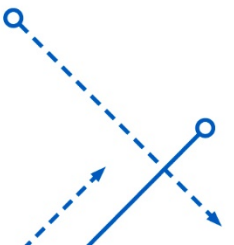
- Team leader
- Solicits ideas from others
- Improves others' ideas
- Instills positivity in team through actions
- Puts ideas into action





Competency Library

- Is a resource provided to streamline the process of competency model development for a team/unit
- Helps to generate ideas for managers and their team to determine the most valuable competencies for the team
- Helps suggest behaviors at different proficiency levels to customize for your work





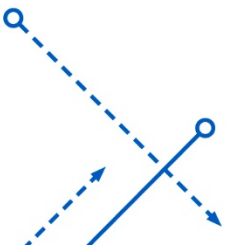
Problem Solving

Average Behaviors

- Identifies problems
- Brings the problems to the attention of the manager
- When asked offers ideas about solutions

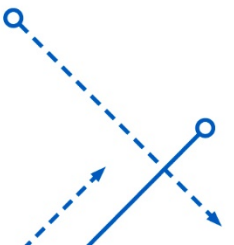
Outstanding Behaviors

- Thinks through a set of solutions
- Defines the pro's & con's of each
- Creates a well thought out recommendation for manager
- Confidently presents the recommendation to manager



What You Can Do

- Collaborate with managers who want to develop a Competency Model for your unit – help to customize
- Use library as a resource to contribute ideas to that process
- Once Competency Model is established, use library to refresh your memory on desired behaviors



LET'S TAKE A TOUR

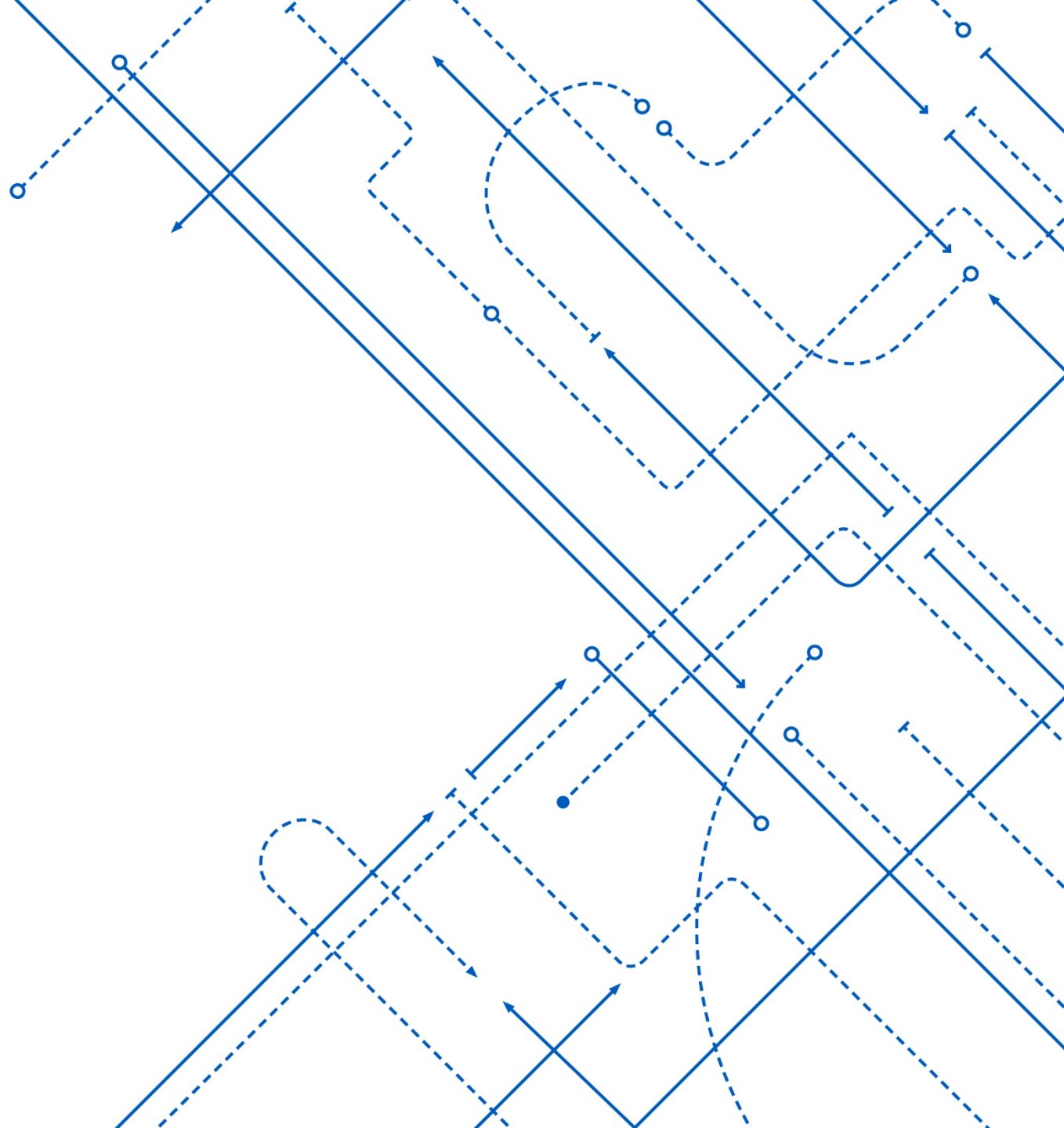
2. Contribute to Your Performance Program Development



University at Buffalo

Human Resources

Division of Finance and Administration

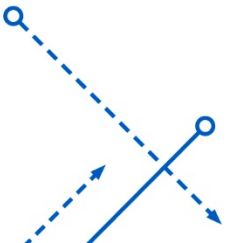




Collaborative Performance Programs

We have made this easier for you:

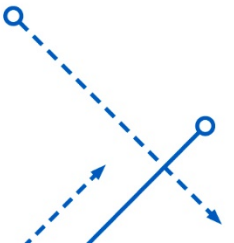
- Individual Development Plans (IDPs) start the conversation
- Competency Library is a resource to continue conversation
- Form storage and tracking in UB EDGE will enable ongoing conversation about your growth and development
 - Living Document





Performance Program/Evaluation in UB EDGE Rollout Plan

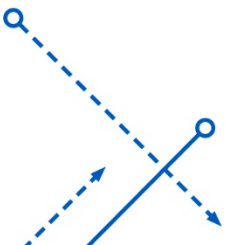
- OD&T will attend various meetings this summer to educate managers and staff on new form upload process
 - **Invite us to your meetings!!!**
- Only finalized/signed copies will be uploaded into UB EDGE
- No changes to performance process
 - Just a filing and tracking change



What You Can Do

Initiate an IDP Discussion

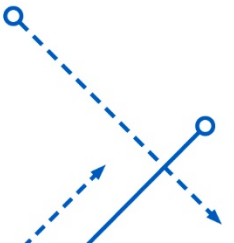
- Schedule a meeting to review your IDP with your manager
- Be ready to explain your ideas and why
- Be ready to listen to and accept their ideas too
- Reach an agreement on what the plan will be
- Enter your goal(s) & activities to achieve it into UB EDGE to monitor progress



What You Can Do

Prepare Yourself for Your Performance Program Discussion

- Write at least two goals
- Be prepared to discuss interests and strengths
- Get ready to discuss challenges you need support to overcome
- Bring list of accomplishments and learning events from previous performance cycle



The background features a complex network of white lines. Solid lines intersect at various angles, creating a grid-like structure. Overlaid on these are several dashed lines that form loops and paths, some with small white circles at their endpoints. Arrows on some of the dashed lines indicate a direction of flow or movement. The overall aesthetic is technical and modern.

LET'S TAKE A TOUR

<http://www.buffalo.edu/ub-edge>

DEMO

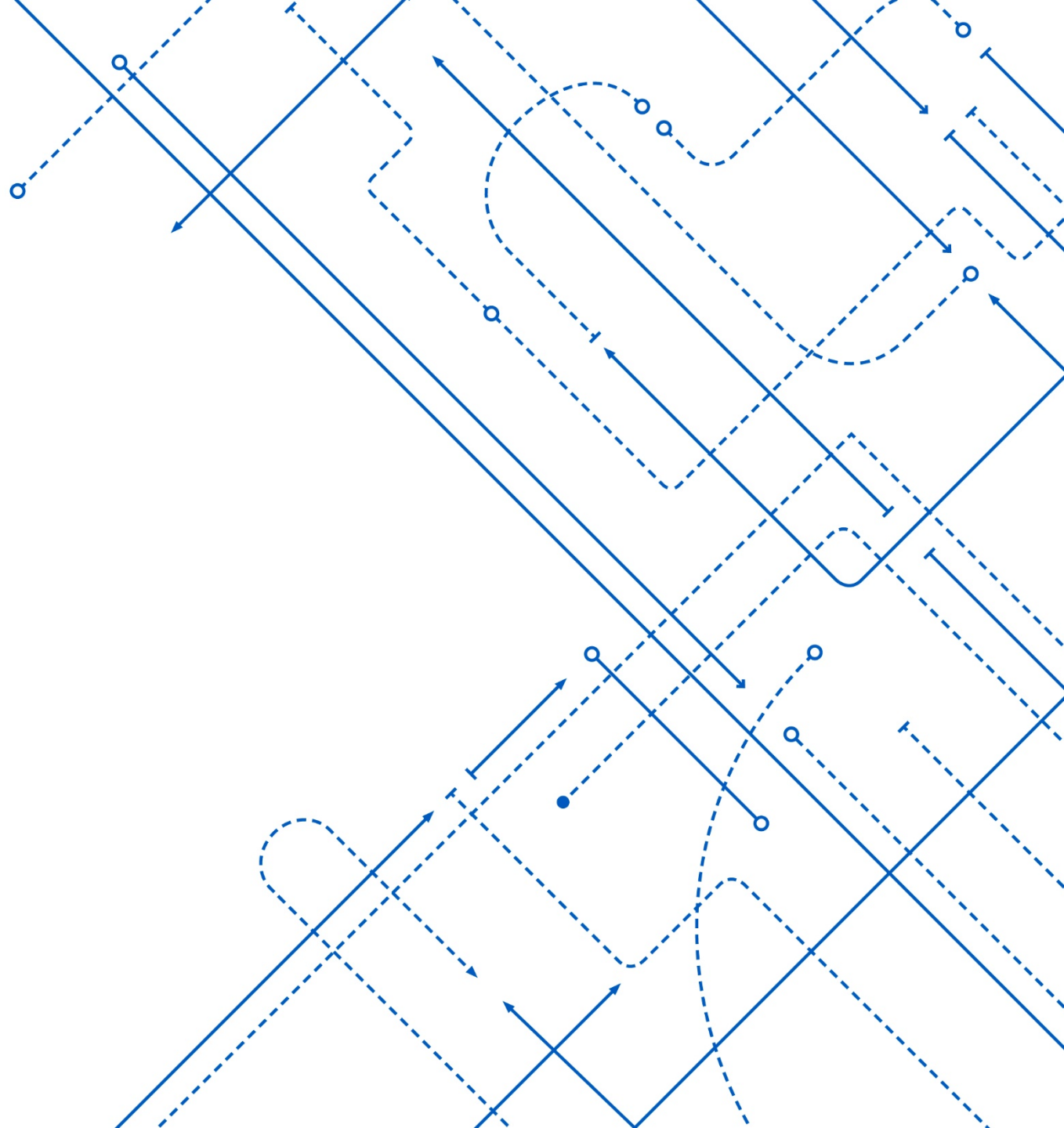
3. Take Advantage of HR's Career Coaching Service



University at Buffalo

Human Resources

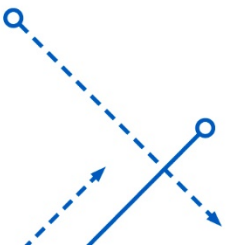
Division of Finance and Administration





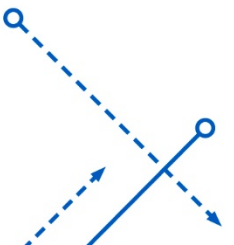
Career Coaching Program Goals

- Encourage employees to take ownership of their development
- Identify strengths, weaknesses, skills & interests
- Provide one-on-one support to analyze current career satisfaction & determine future path
- Create opportunities for employees to grow within UB
- Assist staff in search & application process for new UB opportunities



Results

- 2 Career Coaches trained in Strengths Based Coaching
- 60 staff - at least one coaching session since March '17
- 50% requested follow-up sessions
- $\frac{2}{3}$ are in continuous contact via email and phone
- 25% have made transitions to new opportunities

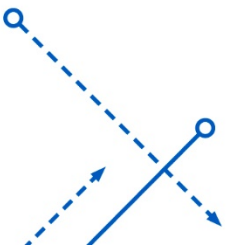




What You Can Do

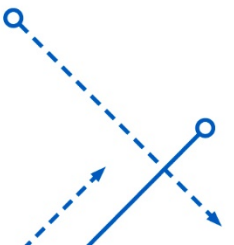
Schedule a Career Coaching session to:

- Develop an Individual Development Plan (IDP)
- Update your resume
- Discuss interests and strengths
- Explore options for growth in current role



Important Reminders

- Always confidential within OD&T
- No official records are kept in HR about sessions
- We are here to assist you – you drive the process
- It's up to you to share with your supervisor if you choose
- Career Coaching is not only for people seeking a job/role change





THANK YOU

Comments/Questions

training@buffalo.edu

645-4459