



## Humadyn's NSPS Workshop Highlights

We invite you to contact us anytime:

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## *Taking Charge of NSPS Workshop (2-Day)*

- **Taking Charge of NSPS...***How to Market, Manage and Participate in Your Performance Improvement and Appraisal Process*
- 2 days / 5 modules
- This innovative workshop takes a holistic approach helping participants position themselves to succeed under NSPS and from the inside-out—addressing, change management, performance improvement, tracking accomplishments, writing high-impact self-assessment statements, and more.

### **Workshop highlights:**

**Module 1:** *Personal Mastery for the Workplace* - Everything begins with you...from the inside out—and performance management is no exception. It begins with self-awareness, self-management, and personal development and leadership. This module will bring out the critical elements of Personal Mastery for the workplace—that is, working on those elements that have an impact on one's drive, motivation and ultimately their performance. In this module participants will learn and be able to:

- ❖ Identify the limiting beliefs and obstacles that prevent professional and workplace success
- ❖ Develop a personal vision, mission and values to guide their professional development
- ❖ Understand and use key principles of employee motivation
- ❖ Build trust and credibility in the workplace with, coworkers and superiors
- ❖ Understand and use tools for Mind-Management (e.g., managing expectations, attitude, etc)
- ❖ Increase acceptance and use of feedback as tool for self-awareness and reflection

## *Taking Charge of NSPS Workshop (2-Day) – Cont.*

**Module 2:** *Performance Management...becoming the Steward and Master of your professional development.* This module is designed to enable participants to identify their strengths and development needs, and to evaluate development opportunities to enhance

- ❖ Develop a list of prioritized KSA's that has the greatest impact on professional development
- ❖ Set goals that align with and further the organization's vision
- ❖ Build progress checkpoints into development process.
- ❖ Learn, understand, implement a Performance and Development Cycle
- ❖ Identify and evaluate development opportunities
- ❖ Develop effective communications and feedback techniques that lead to improved performance
- ❖ Deal with feedback and criticism—and know the difference
- ❖ Communicate up the chain in an effective manner
- ❖ Understand the art of professional conversations in order to enhance professional capability and standing through collaborative, solution-focused conversations

**Module 3:** *The Appraisal before the Appraisal* – This module is specifically designed to help an employee be prepared for and to participate in performance reviews. Upon completion of this module participants will be able to:

- ❖ Understand the role of Self-Assessment in the Performance Appraisal Process
- ❖ Reflect and assess successes and challenges during the past year
- ❖ Complete a SWOT analysis to identify performance strengths and weaknesses
- ❖ Identify KSAs for future development
- ❖ Develop and evaluate key questions linking and assess performance to mission accomplishment (i.e., How did my performance contribute to my department's achievement of our strategic goals?)
- ❖ Apply KSS Model action plan to identify what to KEEP Doing, STOP Doing and START Doing as a result of the information gained from this self-assessment
- ❖ Develop objectives for meeting with your boss
- ❖ Gather and prepare supporting documentation

## *Taking Charge of NSPS Workshop (2-Day) – Cont.*

**Module 4 (practicum) *Writing High Impact Self-Assessments*** – This module is a full practicum of individual and small group work working within a mastermind group and hands on coaching for writing high impact self-assessment statements. Upon completion of this module participants will be able to:

- ❖ Establish and work with a Mastermind Group to create stellar self-assessments
- ❖ Write high impact contribution statements and self-assessments

**Module 5: *How to be an active participant in your performance appraisals*** –Communications is complex and often unpredictable. Even in the best interactions, misunderstandings can occur. In this workshop, participants will learn strategies for improving communication during the appraisal process. Upon completion of this module participants will be able to:

- ❖ Prepare for a self-assessment meeting with supervisor
- ❖ Understand and use tools and techniques for maximizing clarity and minimizing misunderstanding during appraisal process
- ❖ Understand common barriers and strategies for effective listening
- ❖ Communicate assertively and persuasively
- ❖ Develop the art of good question asking in order to clarify and understand expectations
- ❖ Address performance concerns or problems
- ❖ Assess and manage the risk of being open and honest

## *Taking Charge of NSPS Workshop (1-Day)*

- **Taking Charge of NSPS...*Writing High-Impact Self-Assessment Statements***
- 1 day / 2 modules
- This workshop gets down to the brass-tacks of tracking and documenting performance and accomplishments and writing high-impact self-assessment / contribution statements.

### **Workshop highlights:**

**Module 1:** The Appraisal before the Appraisal – This module is specifically designed to help an employee be prepared for and to participate in performance reviews. Upon completion of this module participants will be able to:

- ❖ Understand the role of Self-Assessment in the Performance Appraisal Process
- ❖ Reflect and assess successes and challenges during the past year
- ❖ Complete a SWOT analysis to identify performance strengths and weaknesses
- ❖ Identify KSAs for future development
- ❖ Develop and evaluate key questions linking and assess performance to mission accomplishment (i.e., How did my performance contribute to my department's achievement of our strategic goals?)
- ❖ Apply KSS Model action plan to identify what to KEEP Doing, STOP Doing and START Doing as a result of the information gained from this self-assessment
- ❖ Develop objectives for meeting with your boss
- ❖ Gather and prepare supporting documentation

**Module 2:** *Writing High Impact Self-Assessments* – This module is a full practicum consisting of individual and small group activities working within a mastermind group and hands-on coaching for writing high impact self-assessment statements. Upon completion of this module participants will be able to:

- ❖ Have a clear understanding of all the related aspects of the NSPS (e.g., contributing factors, objectives, characteristics, etc.) and how they all come together when writing self-assessments
- ❖ Effectively monitor, track, and document your performance, activities, and accomplishments using the Humadyn Performance Activity Log
- ❖ Understand, establish and work with a Writing Mastermind Group to develop and fully articulate past accomplishments
- ❖ Using a new paradigm and approach and the Humadyn 6-Step Process, write high concise, clearly understood and impact contribution statements and self-assessments.

## *Taking Charge of SMART Objectives*

- **Taking Charge of SMART Objectives:** *The Stepping Stones to Performance Success Statements*
- 1 day
- This workshop—designed for supervisors and managers—takes the mystery out of the writing S.M.A.R.T. objectives. This workshop is filled with practical and interactive facilitation and coaching that helps you to develop and familiarize yourself with the S.M.A.R.T. objectives process.

### **Workshop highlights:**

Upon completion of this module participants will be able to:

- ❖ How to distinguish the differences between goals and objectives
- ❖ How to develop these objectives through a five step interactive process
- ❖ How to critique sample objectives through a variety of suggested diagnostic questions to ensure that objectives are indeed S.M.A.R.T.
- ❖ Practice with developing your own S.M.A.R.T. objectives
- ❖ How to overcome potential obstacles when developing these objectives

# *Taking Charge of Change Management*

- *Taking Charge of Change Management*
- 1 day / Can be tailored to assist supervisors or from an employee / individual perspective
- This workshop contains lessons on, not only how to gain an understanding of Change, but skills development; how to build develop a vision and a plan for change; and how to communicate, involve employees, implement, advance, monitor progress, and finally anchor change.

## **Workshop highlights:**

Upon completion of this module participants will be able to:

- ❖ Shift your thinking from change / NSPS being a crisis or obstacle to seeing change as an opportunity for growth and improvement
- ❖ Understand phases of change, the impact of losses during change, why people resist change.
- ❖ Develop proactive strategies to produce positive outcomes during times of change.
- ❖ Learn important steps to proper mind-management™ - e.g., to see clearly & fairly, managing expectations, choosing your new attitude
- ❖ Develop a plan to effectively communicate during times of change.
- ❖ Identify and develop your change goals and ways to reach.
- ❖ Identify the steps to prepare for the future.
- ❖ Determine ways individuals can face their fears of change

# *Personal Mastery for the Workplace*

- **Personal Mastery for the Workplace**
- 1 or 2 day (depending on clients desired depth and experiential training desires)
- A major premise of this interactive workshop is that we must first learn to lead ourselves, then to lead others. Among other things, you will learn principles relating to trust and confidence building (both in yourself and others), relationships and team building, and communicating and listening--all using an inside-out approach.

## **Workshop highlights:**

**Module 1:** The first part of the workshop-*Personal* Mastery-focuses on learning to lead our self, being centered, acting on our purpose, and developing a life that transcends barriers. Upon completion of this module participants will be able to:

- ❖ Develop clarity in and about your life so that you can make better decisions, take more control, and achieve a higher level of confidence & success
- ❖ Improve your self-esteem by dispelling your own limiting beliefs—those thoughts and beliefs that keep you from achieving lasting results in your life and in the workplace
- ❖ Develop a more relaxed and confident mindset by developing techniques to help you on your journey of personal improvement—that of Kaizen (Japanese for incremental improvement)
- ❖ Develop a roadmap to success—setting relatively low stress, but high impact goals and timelines based on the vision you have created for yourself personally and professionally

**Module 2:** The second part of this workshop—*Workplace* Mastery-- focuses on improving the workplace using the inside-out approach and further on learning to lead others from a principle centered approach. Upon completion of this module participants will be able to:

- ❖ Develop a highly effective workplace that is principle-based, values-driven, and mission-directed
- ❖ Learn to manage time and resources in ways that focus on key roles and goals
- ❖ Learn negotiation skills to improve relationships with customers, suppliers, colleagues, and employees on all levels
- ❖ Work more effectively with other people, resulting in higher-quality decisions, greater organizational unity, and reduced rivalry
- ❖ Build a more cohesive, functional, and powerful workplace culture through shared mission, values, strategy, and goals
- ❖ Learn to recharge, energize and motivate yourself...and others

## *Straight-Talk Performance Counseling*

- *Taking Charge of Change Management*
- 1 or 2 days (depending on clients desired depth and experiential training desires)
- This workshop-designed for supervisors and managers- teaches supervisors how to have meaningful and straightforward performance conversations with employees without crushing their spirit and motivating them to improve.

### **Workshop highlights:**

Upon completion of this module participants will be able to:

- ❖ Build trust and credibility with subordinates, coworkers and superiors
- ❖ Understand common barriers and apply techniques for effective listening
- ❖ Develop communications and feedback techniques that lead to improved performance counseling
- ❖ Communicate assertively, persuasively, with tact and diplomacy
- ❖ Understand five major conflict resolution styles and strategies
- ❖ Diplomatically debate perceptions and discrepancies of performance
- ❖ Develop a Win-Win Performance Counseling Agreement as a foundation to effective counseling
- ❖ Increase acceptance and use feedback as tool for self-awareness and improvement
- ❖ Develop key questions (as employee or supervisor) in order to correlate performance to mission



With each workshop, Humadyn provides substantial "after care" starting with a dedicated Humadyn division and website. We also provide, working models and worksheets, newsletters, blogs, podcasts, and more. Further, we can provide follow-on group or one-on-one coaching and facilitation.

We're just a phone call or click away...so take action now.

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