

Course Catalog

Prepared by:

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HUMAN RESOURCES ELEMENTS

Course Description:

This course provides further insight into the core elements of NSPS - classification, compensation, staffing flexibilities, workforce shaping, and performance management. Participants leave with an understanding of the NSPS classification architecture (career groups, pay schedules, pay bands). Participants will leave with an understanding of how pay is structured under NSPS, of how NSPS links pay to performance, and of the tools used to rate performance under NSPS (performance indicators, contributing factors).

Learning Objectives:

- Describe the NSPS classification structure
- Describe the process to convert to NSPS
- Explain what constitutes compensation under NSPS
- Explain how NSPS will help reshape the workforce
- Describe the NSPS performance management system

Length: 3.5 hours

Class Size: up to 100

WRITING SMART OBJECTIVES FOR NSPS

Course Description:

This workshop enables participants to write results-oriented job objectives that are aligned to the goals of an organization. Participants study and apply the SMART model for writing objectives that are specific, measurable, aligned, realistic, and time-bound. Contributing factors and weighting objectives are also addressed. Through activity and discussion, participants gain an understanding of the central role of job objectives in the NSPS performance management process.

Learning Objectives:

- Describe what a job objective is
- Write a SMART job objective
- Identify contributing factors that relate to your job objectives
- Determine whether weighting is appropriate and assign weighting to job objectives

Length: 3.5 hours

Class Size: up to 25

WRITING A SELF-ASSESSMENT FOR NSPS

Course Description:

This activity-based workshop provides participants with the skills they need to write a self-assessment for NSPS. Participants consider the benefits of writing a self-assessment and work with the easy-to-understand ORCA self-assessment model. Through application of the ORCA model in several activities, each participant gains the confidence needed to write a self-assessment that describe their own performance in NSPS.

Learning Objectives:

- Describe what a self-assessment is
- Identify when self-assessments occur within the rating cycle
- Use an easy-to-understand model to write a self-assessment
- Critique the quality of a self-assessment

Length: 3.5 hours

Class Size: up to 25

SELF-ASSESSMENTS, PAY POOLS, & YOU

Course Description:

This activity-based workshop provides participants with the skills they need to write a self-assessment for NSPS. Participants consider the benefits of writing a self-assessment and work with the easy-to-understand ORCA self-assessment model. Participants also participate in a mock pay pool panel to see the effect of strong self-assessments upon the pay pool panel, and gain insight to the information that was important to the panel's decision to strengthen their self-assessment appropriately.

Learning Objectives:

- Describe what a self-assessment is
- Identify when self-assessments occur within the rating cycle
- Use an easy-to-understand model to write a self-assessment
- Critique the quality of a self-assessment
- Describe how self-assessments can affect the pay pool process and employee rating
- Identify key points of a self-assessment relevant to the pay pool

Length: 7 hours (plus 1 hour lunch)

Class Size: up to 25

RATING & REWARDING PERFORMANCE FOR NSPS

Course Description:

In this workshop, participants learn how to rate and reward employee performance fairly and equitably in NSPS. Through discussion and activity, rating officials discern the importance of reaching a shared understanding of performance indicators and contributing factor benchmark descriptors. Participants also examine the elements of a well-written assessment; consider the criteria for determining share assignment and payout distribution; and prepare for relevant performance conversations with their employees.

Learning Objectives:

- Explain why and how rating employee performance contributes to the ongoing success of the employee and of the organization.
- Gain a shared understanding of performance levels to facilitate fair and equitable employee ratings.
- Identify elements of a well-written assessment.
- Determine a recommended rating for an employee.
- Given a recommended rating, determine the share assignment and payout distribution for an employee, and defend your recommendations to a pay pool panel.
- Prepare for Interim Review, End-Cycle Review, and Annual Appraisal conversations.
- Apply knowledge to a mock pay pool and describe how normalized ratings and corresponding business rules are important to the process.

Length: 7 hours (plus 1 hour lunch)

Class Size: up to 25

NSPS PAY SETTING

Course Description:

Introduces nine pay-setting factors and walks participants through the decision process. Provides PEO and Component specific guidance where applicable and available. Course is scenario-driven and participants receive a structure guide that includes the slide deck and activity aids.

Learning Objectives:

- Apply relevant criteria and reference applicable guidance when setting pay for new hires under NSPS.
- Make sound pay setting decisions and defend your decisions.
- Discuss compensation strategy and budget implications.

Length: 3.5 hours

Class Size: up to 25

ORGANIZATIONAL SMART OBJECTIVES COACHING



Course Description:

These consulting sessions will provide an opportunity for INDIVIDUALIZED coaching on the development of organizational objectives that are not only "SMART," but also aligned with the command's organizational goals. Scheduled by appointment only in short 1-4 hour time blocks throughout the day, supervisors and employees work together and receive hands-on support by an NSPS subject matter expert that will help to identify the right result, create qualitative and quantitative measures and assign appropriate Contributing Factors. This session is like no other in that by the conclusion you will have 1-3 well written objectives for your very own performance plan!

HR/PM FOR NEW EMPLOYEES



Course Description:

This course is for employees who are new to your organization and NSPS. It provides a sound foundation of the NSPS human resources elements as well as the performance management cycle. Participants will learn how to develop their own annual performance plans by writing results-focused SMART job objectives, and will leave with a thorough understanding of how NSPS links pay to performance. The importance of tracking efforts throughout the year and then capturing those results in an annual appraisal will also be discussed.

Learning Objectives:

- What is pay-for-performance?
- How does NSPS drive performance?
- What are performance standards?
- What are contributing factors and performance indicators?
- What are job objectives?
- How does NSPS link pay to performance rating?
- How are ratings determined?
- How is performance documented?

Length: 7 hours (plus 1 hour lunch)

Class Size: up to 25

HR/PM FOR NEW SUPERVISORS

NEW

Course Description:

This course is for supervisors who are new to your organization and NSPS. It provides a sound foundation of the NSPS human resources elements as well as the performance management cycle. Participants will learn how to develop their own annual performance plans by writing results-focused SMART job objectives, and will leave with a thorough understanding of how NSPS links pay to performance. The importance of tracking efforts throughout the year and then capturing those results in an annual appraisal will also be discussed. Participants also participate in a mock pay pool panel to see the effect of strong objectives and self-assessments upon the pay pool panel.

Learning Objectives:

- What is pay-for-performance?
- How does NSPS drive performance?
- What are performance standards?
- What are contributing factors and performance indicators?
- What are job objectives?
- How does NSPS link pay to performance rating?
- How are ratings determined?
- How is performance documented?
- What is feedback, how and when is it provided?
- How do Pay Pools and Sub Panels work?

Length: 1 ½ Days

Class Size: up to 25

WHAT CAN SERCO DO FOR YOU?

Other Available Courses:

- Pay Pool Simulations and Briefings
- DON Navigating NSPS for Employees and Supervisors
- PEO Courses (HR for HR Practitioners, Pay Pool Management, etc.)
- More every day! Talk to a Serco Program Manager to see what other courses might meet your needs

Other Services

- Business Rules Facilitation
- Pay Pool Facilitation and Support
- On-Site Implementation Staff
- Coaching workshops on all aspects of NSPS – Job Objectives, Self-Assessments, Pay-Setting, etc.
- Course Customization