



Cubicle Toolkit

Enjoy your complimentary **Achievance**[®] Cubicle Toolkit.

Use these tools to help you create **High Performing Employees!**

For more information on how you can begin creating high performing employees, simply Login and Learn at:

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SMART Goals

Specific – use specific terms

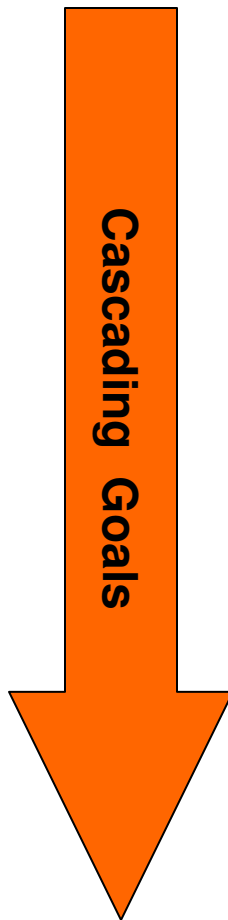
Measurable – include method for measurement

Attainable – should be challenging, but realistic

Relevant – follow org & division strategy

Time-based – define a time period (begin and end)

Strategy to Execution



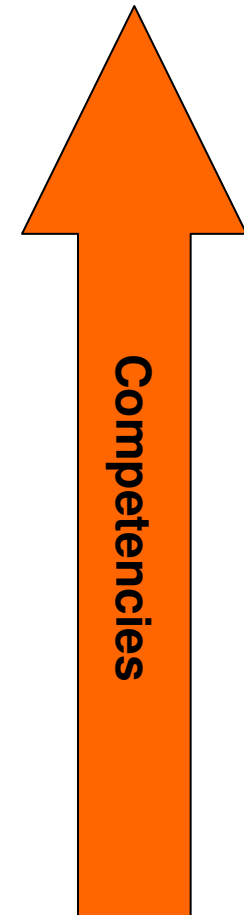
STRATEGY
What do you want to achieve?
To be the leader in ...?

INITIATIVES
What do you need to do?
Marketing campaigns, sales programs, etc.

METRICS
How will you know it's working?
Key performance indicators for analysis

INFRASTRUCTURE
Do you have the necessary resources?
Resources: tools, staff, training, etc.

INDIVIDUAL GOALS
Does EVERY employee know what to do?
Link EE goals to Org Strategy, monitor and reward accomplishments



Appraisal Meeting Agenda

- Follow the rules of Meetings 101
 - **Agenda** (create a formal agenda to follow)
 - **Objectives** (Set clear goals for the meeting)
 - **Notes** (Gather your thoughts prior to the meeting. Facts, results, accomplishments, etc.)
 - **Document action items** (Clear actionable goals, in writing, employee agrees to them?)
 - **Summarize** (what was discussed, review action items, set expectations for next steps and next review meeting time.)



Common Types of Pay

Pay Type	Benefits	Impact	Org Considerations	Cultural Effects	Performance Considerations
<i>Individual Incentives</i>	Works well if cash payout	Must be 10% to 15%	Requires clear goal setting. Works well with high performing EE's	Focuses totally on individual accountability	Objectives must be clearly measurable
<i>Group Incentives</i>	Works best with a small cohesive group	Standards sometimes an issue	Requires clear goal setting. Adds to base (don't pay below market)	Requires a group-oriented culture	Job Descriptions must be clear with roles and responsibilities clearly defined
<i>Performance Bonus</i>	Intrigues EE to do well	Not predictable Not future focused	Usually used in org's where direction/leadership is weak.	Focuses on individual accountability	Performance objectives must be clearly defined. Measurement is key.
<i>Competency Based Pay</i>	Workforce flexibility	\$'s must be large enough to acquire high skills	Can be costly to the organization	Focuses on specific skills of individuals	Must be able to assess KSA's Must be able to quantify productivity
<i>Profit Sharing</i>	Perceived Performance oriented culture	Not effective if no profits to share	Usually used in org's where measurement is limited	Works best in group-oriented cultures	Used where accounting data is all that is available
<i>Work/Life Benefits</i>	Aids in recruiting and retention	Cuts EE out-of-pocket expenses	Mgrs must be well versed in offerings	Works best with IT, R&D, Admin workers and younger workforce	One size fits all

* Source - *The Compensation Handbook by Berger and Berger*

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Harness the Power of Performance!

2009

**More Productive
Employees!**

**No install,
No maintenance,
No problem!**

Phone: 763-323-9200

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www.achievancess.com

January						
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