

## Writing an Effective Self Assessment (WESA)

**COURSE NUMBER**    **FAA01272**

For information about this course, contact:  
 FAA Program Manager: Shepherd Curl  
 (386) 446-7132

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### DESCRIPTION AND LEARNING STRATEGY

This one-day workshop focuses on strategies and writing techniques that help employees provide relevant, focused input about their performance when completing self-assessments used in the new Performance Management System, Superior Contribution Increase process, or other performance-related situations.

### OBJECTIVES

- Identify critical elements required to complete Self-Assessments.
- Develop and practice writing strategies appropriate for PMS/SCI situations.
- Practice writing and giving feedback on self-assessments.

### KEY COMPETENCIES

- Accountability and Measurement
- Communication
- Developing Talent
- Interpersonal Relations and Influence

This course is designed for FAA employees. It can be customized for non-FAA organizations through a **fee-for-service** partnership. Call **(386) 446-7132** to discuss options.

### CLASS SIZE

20 participants

### LENGTH

1 day  
 (8:00 a.m. – 5:00 p.m.)  
 8 hours

### LOCATION

Customer site  
 or FAA Center for  
 Management and  
 Executive Leadership,  
 Palm Coast, Florida

### UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

### WHO SHOULD ATTEND

Any person covered by the Performance Management System and/or Core Compensation

### ENROLLMENT

To arrange a **fee-for-service delivery**, call Shep Curl at (386) 446-7132.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Staff Study Fundamentals  
 (FAA01259)