

Writing an Effective Self Assessment (WESA)

COURSE NUMBER **FAA01272**

For information about this course, contact:
 FAA Program Manager
 (386) 446-7154

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 (386) 446-7154.

PREREQUISITE

None

PRECOURSE

None

RELATED COURSES

Staff Study Fundamentals
 (FAA01259)