

Government Performance Manager Certification

Advanced Level

With the Advanced Certified Government Performance Manager (CGPM) program, you will acquire the skills and tools needed to make you the lead performance management resource for your organization.



Course Specifications

CPE Credits

40

Training Format

Virtual-Live

Preparation

Professional Certificate

Modules

15



Course Objectives

Designed for individuals who will lead or play a key execution role in the performance improvement initiatives in their organization. It involves a vetting process to ensure you are ready

- Refine and adjust your performance measures and initiatives to fit changing environments in government.
- Learn how to develop and answer evaluation questions about program achievements.
- Align programs and management initiatives to an integrated performance management system for your government organization.
- Utilize Evidence-Based Analysis to justify budget requests and secure grant funding while stimulating innovation.

INTENDED FOR

Leaders, key stakeholders, and project teams

Master reviewing the performance of your agency's programs

Our Advanced Level Certification builds upon your professional level certification and two new courses: Advanced Performance Management and Program Evaluation and Evidence-Based Analysis.

In addition to these two courses, you are required to complete a capstone project. Upon completion of your project, a team of performance institute fellows will review and grade your project. Once your capstone project is approved you will be awarded your Government Performance Manager Advanced Certification.

Course	Agenda
<ul style="list-style-type: none">■ ADVANCED PERFORMANCE MANAGEMENT• 24 CPE Credits <p>Designed to help individuals and organizations enhance their performance management practices.</p> <p>The course covers key concepts such as performance measurement, performance analysis, and performance improvement. Upon completion, participants will have a solid foundation in performance management and be equipped to drive performance excellence within their organization.</p>	<ul style="list-style-type: none">■ PROGRAM EVALUATION AND EVIDENCE-BASED ANALYSIS• 16 CPE Credits <p>Designed to equip professionals with the knowledge and skills required to effectively evaluate programs. Participants will learn the principles of program evaluation and the steps involved in conducting a successful evaluation, including planning, data collection, analysis, and reporting.</p>
<ul style="list-style-type: none">■ CAPSTONE PROJECT• 40 CPE Credits <p>With the capstone project, you will put into practice everything you learned during the performance management training and explain how it will be used within your organization. As you embark on your capstone project you will be assigned a mentor for one of the performance institute fellows, who will work with you and guide you throughout the process.</p>	

Advanced Performance Management

A training program for individuals leading performance improvement initiatives in government



Course Specifications

CPE Credits

24

Training Format

Virtual-Live

Preparation

None

Modules

15



Course Objectives

Advanced Performance Management is designed for individuals who will lead or play a key execution role in the performance improvement initiatives in their organization. It involves a vetting process to ensure you are ready to participate in this level of coursework. Attendees are asked to bring a project they are working on to the class or to identify a project that they would like to see implemented within their agency.

- **Align Programs to Results**
Proven approaches for aligning programs and management initiatives to an integrated performance management system for your government organization
- **Taming Data and Metrics**
Tools and methodologies for managing the deluge of performance information to find the most meaningful measures and data sets
- **Strengthen** accountability to support organizational growth and progress, particularly for budget request justifications
- **Agile Performance Management**
Refine and adjust your performance measures and initiatives to fit changing environments in government

INTENDED FOR

Leaders, key stakeholders, and project teams

GAIN EXPERTISE in the analysis of evidence Employees want to perform well in their jobs, but they can benefit from greater clarity about performance expectations, evaluation, and rewards. Boosting an employee's performance mindset is one of the multiple aspects of building a workforce that is adaptive to strategic and operational change.



Agenda

■ MODULE 1

Government Performance Manager Career Path: What it takes to lead performance improvement initiatives

- Landscape: Update on the latest trends and mandates in government performance management
- Opportunities: What roles do performance managers play in government?
- Advancement: How do you position yourself for one of these roles?
- Skills Development: What key skills do you need to be a performance manager?
- The Community: How you can network with other performance improvement leads in government to access lessons and best practices
- Exercise: Participants will introduce themselves, their work experience, and discuss a performance improvement initiative currently going on within their government organization or one they would like to see launched.
- Participants will be asked to apply concepts learned during the course to their cases.

■ MODULE 2

The Five Major Barriers to Strategy Execution in Government

- Definition of the Barriers and Signs Your Organization Has A Problem With Them:
 - Vision Barrier
 - Requirements Barrier
 - Resources Barrier
 - Measurement Barrier
 - Leadership Barrier

■ MODULE 3

Assessing Your Starting Point: The Government Performance Management Maturity Model

- Conducting a comprehensive assessment of your government organization's current use of performance management concepts
- Identifying weaknesses in the current approach to performance management
- Tailoring your approach to performance management to build the capacities lacking within your government organization

■ MODULE 4

Defining the Scope of Your Performance Management Initiative

- Selecting Your Targets: Identify performance improvement opportunities and cross-walk to external mandates or internal leadership policy goals
- Project Management Fundamentals for Performance Improvement Initiatives
- Managing and scheduling kickoffs, working sessions, review points, and more
- Resourcing your initiative: understanding your own budgetary and resource constraints



Agenda

■ MODULE 5

Identifying and Developing Your Performance Improvement Team

- Policy Leaders: The core group of leaders responsible for setting overall direction, approving lower-level plans, and determining the approach to and success of the implementation management program
- Planning Process Leader (PPL): The individual responsible for developing and managing the planning schedule, coaching individual teams and team leaders, and integrating final results into integrated implementation plans
- Planning Unit Team Leaders: Individuals responsible for creating a team and performing the work associated with Situation Assessments and Action Plans
Primary Planning Unit Team Leaders
- Issue-Unit and Cross-Unit Team Leaders
Other Team Leaders
- Team-building and team development

■ MODULE 8

RF AIM: Using "Performance Analytics" to Select the Right Performance Measures

- 1 key criteria for effective performance measurement systems
- Mapping all performance measures using the Logic Model
- Activating only the vital few performance measures for actual use
- Developing your measurement approach – the fewer the better
- Setting up your own Measurement and Data Analytics function that drives the need for an initiative

■ MODULE 6

RF AIM: Gaining Senior-Level Leadership Buy-In

- Identify alignment opportunities between performance management and political, legislative, or Administration priorities
- Looking for external supporters – stakeholders, program partners, media, legislative leaders
- Understand why and how external contextual factors must and can be controlled in an evaluation of your program
- Making the pitch – and the importance of putting a price tag on leadership saying "yes"

■ MODULE 7

RF AIM: Strategy Development and Situation Assessments

- Unit overview of primary activities, deliverables, customer focus, size
- Stakeholder analysis: whose interests are served and how well
- Trend analysis of size and key operational measures
- Values Analysis of customer and stakeholder values
- Cost analysis for status quo
- Competitive benchmarks for performance comparisons and important developments
- External factor analysis and their potential implications
- SWOT summary



Agenda

■ MODULE 9

RF ALIGN: Cascade Goals, Initiatives, and Measures into Action Plans for Each Major Program

- Program Alignment: Using Requirements to Results approach to aligning program activities to new goals, strategies, and measures
- Management Function Alignment: Identifying ways to harness existing management initiatives to integrate with your performance management initiative
- Cross-Cutting Initiatives: Identify performance goals and measures that require inter-governmental collaboration and facilitating buy-in process for those

■ MODULE 10

RF ALIGN: Management Function Alignment: Identifying ways to harness existing management initiatives to integrate with your performance management initiative

Human Resources/Workforce Management

Financial Management/Budget

Enterprise Risk Management

Information Technology/Digital

Open Government/Transparency

Customer Service/Process Improvement

Legislative Affairs/Government Affairs

Regulatory Management

Acquisition and Contracting

■ MODULE 12

RF ALIGN: Internal Communications Plan and Change Management Approach

- Develop and roll out internal Strategy Communications Plan
- Clear expectations for Progress Reporting: what, who, when how
- Clear expectations for Progress Reviews: who, what, inputs, agenda, outputs
- Approach for tracking decisions and responses
- Keeping it all in the right place: Strategic Plan, Performance Plan, Performance Report, Budget
- Justification, Open Data portal, internal data portal, etc.
- Develop and implement needed Reinforcing Mechanisms

■ MODULE 11

RF ALIGN: Dealing with Cross-Cutting Performance Goals

- Coordinating performance across programs within your organization
- Coordinating performance across programs across government
- Coordinating performance across levels of government (federal, state, local)

1. Results Management PRO to track, analyze, and report progress
2. Needed data integration plan, systems, and report development
3. Required key personnel additions
4. Required training initiatives
5. Performance evaluation and incentive systems adjustments
6. Recognition programs
7. Shared learning approach



Agenda

■ MODULE 13

RF RF ACHIEVE: Driving the Achievement of Performance Goal

- Data-Driven Performance Reviews: Facilitating a process for analyzing and using performance information internally to drive improvements
- Performance Analysis: Selecting programs and initiatives for advanced program evaluation, data analytics, performance auditing, benchmarking, etc.
- Post-Planning Adjustments to the Team: Evolving your team members and roles based on capability, interest and...

■ MODULE 14

RF ACHIEVE: Agile Performance Management Techniques to Evolve Your Measures and Initiatives

- Adjusting Measures and Targets: Identifying which measures are actually being used, provide the most meaningful information, drive the most change, etc.
- Refining Initiatives: Identifying which performance strategies are working, which are not. Prioritizing based on ROI, launching new initiatives, etc

■ MODULE 15

RF ACHIEVE: Communicating Your Performance Story

- Going beyond your Performance Report to make your successes known
- Going beyond your Performance Report to make your successes known
- Developing your external communications plan

Program Evaluation and Evidence-Based Analysis

Demonstrate the highest level of expertise in government performance with our
Advanced Government Performance Manager certificate.



Course Specifications

CPE Credits

16

Training Format

Virtual-Live

Preparation

None

Modules

10



Course Objectives

PEEBA is designed for individuals who will lead or play a key execution role in performance improvement initiatives in their organization focusing on the evaluation of programs using quantitative and situational analysis

- **Learn** how to develop and answer evaluation questions about program achievements
- **Take Advantage** of proven processes for evaluation planning, performance management, and program reviews
- **Strengthen** accountability to support organizational growth and progress, particularly for budget request justifications
- **Utilize** Evidence-Based Analysis to justify budget requests and secure grant funding while stimulating innovation

INTENDED FOR

Leaders, key stakeholders, and project teams

GAIN EXPERTISE in the analysis of evidence Employees want to perform well in their jobs, but they can benefit from greater clarity about performance expectations, evaluation, and rewards. Boosting an employee's performance mindset is one of the multiple aspects of building a workforce that is adaptive to strategic and operational change.



Agenda

■ MODULE 1

Understand Program Evaluation Requirements

- Examine the GPRA 2010 requirements
- Explore the Administration's increased emphasis on evaluation

■ MODULE 2

Focus Your Inquiry: Understand how Evaluation Affects Program Assessment and Contributes to Management

- Learn basic evaluation terms
- Explore the basic steps in an evaluation

■ MODULE 3

Discover Key Tools Through the Logic Model to Understand Your Program and Plan Your Evaluation and Evidence-Based Analysis

- Learn what a logic model is and its benefits
- Discover how to create a conceptual model of your program
- Explore examples of other logic models

■ MODULE 4

Continue To Focus Your Inquiry And Develop Evaluation Questions

- Learn how to identify key evaluation questions from your program logic model
- Building a Use Case

■ MODULE 5

Develop Indicators to Answer Evaluation Questions

- Learn how to develop appropriate indicators
- Identify key performance measures within your evaluation



Agenda

■ MODULE 6

Consider Contextual Issues That Can Influence Assessments of Program Effectiveness

- Learn how the logic model aids in identifying external influences that can help or hinder your program's success
- Understand why and how external contextual factors must and can be controlled in an evaluation of your program

■ MODULE 7

Develop Your Evaluation Plan

- Identify best-fit indicators to answer your evaluation questions
- Review the common methods appropriate for various types of federal programs
- Answer various types of evaluation questions
- Know when and where to obtain technical help to plan and conduct your evaluation

■ MODULE 8

Implementation of your Evaluation Plan – Collect Data

- Learn how the logic model aids in identifying external influences that can help or hinder your program's success
- Understand why and how external contextual factors must and can be controlled in an evaluation of your program

■ MODULE 9

Interpret and analyze the data

- Learn common ways to store and manipulate data
- Use common quantitative and qualitative analytic approaches

■ MODULE 10

Evidence-Based Analysis

- 5 key criterion for effective evidence-based analysis
- Evaluating your evidence for quality and relevance
- Analysis – How to show linkage to impact
- Assessment – What the evidence suggests for performance improvement



Get Certified

Certified Government Performance Manager (CGPM) Program

The Performance Institute's Certified Government Performance Manager (CGPM) program **provides the skills and tools needed to make you a lead performance management resource for your organization.** Candidates for our standard certificate sit for a brief examination. Candidates for our advanced certificate complete a capstone project—a real-world project from your agency that you can use to apply concepts, **knowledge and skills from your courses and receive expert feedback from a staff member of The Performance Institute.**

Upon completion of certification, **you will gain both professional distinction and academic credit.** The Performance Institute is accredited through the National Association of State Boards of Accountancy (NASBA).

For more information about the CGPM program, or for help customizing CGPM certification to suit your needs, contact The Performance Institute at **1-877-992-9521.**



On Site Training

Bring PI Training and Certification On-site to Your Organization

Bringing PI training in-house for groups of seven to 30 allows you to better utilize your training dollars. The Performance Institute's subject matter experts will work with you and your team to examine your programs and determine your organizations' specific needs. **The identification of real-life examples will create a learning atmosphere that resonates with participants while simultaneously providing an immediate return on your training investment.** Using interactive exercises that employ actual projects or scenarios from your organization, instructors can address specific challenges and align the curriculum of each session to your objectives.

For more information about bringing PI Training on-site at your organization, call **1-877-992-9521** or email info@performanceinstitute.org

Performance Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.



How To Register ?



Mail

Email us with your registration details

Name

Title

Address

City State Zip

Phone Email

* Payment by company check, credit card or SF-182 must be received for all mail registrations no later than 5 business days PRIOR to course date.



Online

Register online at

www.performanceinstitute.org



Call

Call us and we will assist you through your registration process

1-877-992-9521

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Additional group and individual discounts may be available. Contact us for more information.