

		<i>USD(I)_DCIPS New Curriculum Course List_2014</i>	<i>Delivery Method</i>	<i>Intended Audience</i>	<i>Hour</i>	<i>Certificate Issued</i>	<i>DCPDS Code</i>
<i>Introductory</i>	1	DCIPS 101 --Highlights the key elements of DCIPS	WBT	Employees, Raters, Reviewers	2	Y	DCIAE
	2	Introduction to DCIPS for Military Supervisors --Targets military raters, reviewers, and supervisors of DCIPS employees. This course highlights major differences between military evaluation systems and DCIPS, their roles and responsibilities throughout the performance evaluation period, and explains the process and the standards by which all employees are evaluated.	WBT	Military with responsibility to a DCIPS workforce	1	Y	DCIDB
	3	Adjustment in Force (AIF) 101 --This training is a general overview of what an AIF is, how the decision for conducting an AIF is reached, the process for conducting an AIF, and general assistance provided to affected employees.	WBT	ALL	1	Y	DCIAB
	4	Putting Yourself in the Other Person's Shoes --Provides strategies for leaders, managers and supervisors, and employees to improve communication.	WBT	ALL	1	N	DCILP
<i>Performance Management</i>	5	SMART Performance Objectives Workshop --Step by step explanation of how to write SMART objectives and understand performance elements.	ILT	Employees	2	Y	DCIFE
	6	The Key to Leading Your Mission --Reviews critical roles for leaders in establishing, communicating, and implementing a strategy to guide performance ratings.	WBT	Leaders	1	N	DCIDC
	7	Setting Performance Expectations --Explains how to translate higher-level standards into meaningful expectations for employees.	WBT	Rater	1	N	DCISA
	8	Overcoming Challenges in Writing Performance Objectives --Explores possible solutions to common challenges learners may encounter when writing objectives.	WBT	Employees	1	Y	DCIFA
	9	iSuccess: Writing SMART Performance Objectives & a Self-Report of Accomplishments --A web-based course leading employees, step by step, through their DCIPS writing requirements.	WBT	Employees	1	Y	DCIHE
	10	Managing Your Manager --Provides employees with tips on how to improve communication with their managers, how to better understand expectations, how to practice proactive career management.	WBT	Employees	1	N	DCIDD
	11	COACH for Success --Provides a model and processes for effective coaching.	WBT	Rater, Reviewer	1	N	DCICA
	12	Evaluating Performance & Preparing Performance Narratives --For leaders and managers/supervisors that describes how to rate performance objectives and behavioral performance consistently and fairly.	WBT	Rater, Reviewer	1	N	DCICB
	13	How to Hold a Formal Feedback Review --Outlines the steps leaders and managers take when preparing for the feedback review, during the feedback review, and after the feedback review.	WBT	Rater	1	N	DCICC
	G	How Do I...A Guide to Completing Key Actions in the DCIPS PAA --A guide to completing actions in the Performance Appraisal Application (PAA) tool.	Guide	ALL	N/A	N/A	N/A
G	Rater Consistency Handbook --Guided discussion handbook that assists management teams in understanding and implementing rater consistency.	Guide	Rater, Reviewer, PM PRAs	N/A	N/A	N/A	

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Pay Pools	14	Pay Pools in Action --A one-day workshop designed for pay pool managers, panel members, pay pool performance review authorities (PRAs), and pay pool advisors. The workshop provides an opportunity to practice conducting pay pool decisions.	ILT	rating/ reviewing officials, Pay pool managers, panel members, PRAs & pay pool advisors	6	Y	DCILE
	15	Pay Pools, Performance, and You --Explains how performance management and the pay pool process are designed to ensure employees are appropriately recognized for their contributions to achieving organizational goals.	WBT	Employees	1.5	Y	DCIJE
	G	Pay Pools Advisor Guide --A working guide for pay pool advisors to use during mock and real pay pools.	Guide	Pay Pool Advisors	N/A	N/A	N/A
	G	2013 DCIPS Compensation Workbench and Payout Analysis Tool Walkthrough --An overview slide deck of the updates and functionality in the DCIPS pay pool support tools - the Compensation Workbench (CWB) and the DCIPS Payout Analysis Tool (DPAT) - with a description of the extract and upload interfaces within DCPDS.	Guide	Pay Pool Advisors and Pay Pool Data Analysts	N/A	N/A	N/A
HR	16	HR Elements for DCIPS HR Practitioners --Provides the detailed guidance that HR Practitioners need to operate under the DCIPS policies.	ILT	DCIPS HR Practitioner	24	Y	DCICE
	17	DCIPS Retention Program (DRP) in Action --A simulation-based overview of the DRP, a program that assists with the placement of DCIPS Component employees pending separation by an AIF while minimizing disruption of Component hiring processes.	ILT	DCIPS HR Practitioner	8	Y	DCIAF