

# Rouse Consulting, LLC - Course Outlines

## **Writing an Annual Appraisal Self-Assessment in AcqDemo Course Outline**

(3-hour classroom-style)

- I. Introduction**
  - A. Course Topics and Activities
  - B. Course Objectives
  - C. Introductions/Housekeeping/Ground Rules/Parking Lot
  
- II. Contribution-based Compensation & Appraisal system (CCAS) Overview**
  - A. CCAS cycle
  - B. Responsibilities of the Personnel Policy Board, Pay Pool Panel, Supervisors and Employees
  - C. Rating Overview
  - D. Payout Overview
  
- III. Annual Appraisal Self-Assessments**
  - A. Support Tools
  - B. Keeping Records of Contributions
  - C. Writing Contribution Statements
    - 1. Suggested Writing Model
    - 2. Examples of Effective and Ineffective Contribution Statements
  - D. Steps for Writing an Effective Assessment
  - E. Group Activity – Writing an Effective Contribution Statement
  
- IV. CAS2Net**
  - A.
    - A. CAS2Net Overview
    - B. Logging in to Cas2Net
    - C. Entering an Annual Appraisal Self-Assessment
  
- V. Course Review**

## **AcqDemo Contribution Planning Course Outline**

(3-hour classroom-style)

### **I. Introduction**

- A. Introductions/Housekeeping/Ground Rules/Parking Lot
- B. Course Objectives
- C. Course Topics and Activities

### **II. Contribution Planning Overview**

- A. Overview of the Contribution Planning process
  - a. Appraisal Cycle
  - b. Roles of Employee and Supervisor
  - c. Importance of Contribution Planning in the CCAS Process
- B. Review CCAS Factors, Descriptors and Discriminators
- C. Support Tools
  - a. PRD
  - b. Contribution Plan
  - c. Organizational Mission/Goals

Factors, Descriptors, and Discriminators

### **III. Contribution Planning**

- A. Effective and Inadequate Examples of proposed expectations
- B. Writing an Effective Contribution Plan
  - a. List your most important expected contributions to mission to be made during the upcoming review cycle
  - b. Determine if impact can be clearly identified/documentated for each contribution
  - c. Determine which factors best tie to each expectation
  - d. Succinctly explain each expectation and its proposed impact
  - e. Ensure all 6 factors have been addressed
  - f. Suggested writing model
- C. Group Activity – Writing Contribution Planning Expectations
- D. Individual Activity – Writing YOUR Contribution Plan Expectations
- E. Review

### **IV. CAS2Net**

- A. CAS2Net Overview
- B. Logging in to Cas2Net
- C. Entering Contribution Planning

### **V. Summary and the Road Ahead**

## Rating Official Assessment Training Course Outline (Full Day classroom-style)

- I. Introduction**
  - a. Course Topics and Activities
  - b. Course Objectives
  - c. Introductions/Housekeeping/Ground Rules/Parking Lot
  - d. Activity – Supervisor Concerns
- II. Compensation Strategies**
  - a. Theories of Compensation Strategy
  - b. Compensation issues for your organization
  - c. Supervisor’s role in implementing a compensation strategy
- III. Contribution-based Compensation & Appraisal system (CCAS) Overview**
  - a. Components of the CCAS process
    - i. CCAS cycle
    - ii. Roles of Employee, Supervisor and Pay Pool Panel
  - b. 11-Step CCAS process
- IV. Understanding Factors, Descriptors and Discriminators**
  - a. Typical Acquisition Functions/Behaviors
  - b. The 6 Factors
  - c. Broadband-specific Descriptors
  - d. Relating contributions to the Descriptors
- V. Writing an Annual Appraisal**
  - a. Tools to use
  - b. Keeping records of contributions
  - c. Annual Appraisal writing steps
  - d. Writing Effective Contribution Statements
  - e. Suggested writing model
  - f. Activity – Writing an Annual Appraisal
- VI. Assessing Employee Contributions**
  - a. Scoring Overview
  - b. Determining Categorical Scores
  - c. Determining Numerical Scores
  - d. Activity – Assessing Employee Contributions
  - e. Special Situations
- VII. Rewarding the Employee Contributions**
  - a. Pay Pool Funding
  - b. Payout Calculations
  - c. CCAS Reward Payout Criteria
  - d. Selecting Target Salary
- VIII. Feedback and Updates on Contribution Expectations**
  - a. End-of-Cycle Discussion
  - b. CCAS Salary and Appraisal Form, Part I
  - c. Inadequate Contribution

- d. Grievance Process
  - e. Activity – Communicating Appraisal Results
- IX. **CAS2Net**
- a. CCAS Salary Appraisal Form
  - b. CAS2Net Overview
  - c. Logging in to CAS2Net
  - d. Entering data into CAS2Net
- X. **Summary and the Road Ahead**