

Build Performance Management and Improvement Skills via LOC Learn

Build Core Competencies via LOC Learn is a series of development tools that map virtual learning resources to the Library's core competencies. This week's competency is "Performance Management and Improvement." We encourage you to take this opportunity to refresh your skills and abilities, focus on developing yourself, and share these resources with a friend or coworker. Select a learning resource below:

Online Learning Resource	Resource Type, Duration	Speaker	What you will learn:
<u>Receiving Performance Feedback</u>	Video, 2 minutes	Ellen Hendrickson	Receiving feedback with a positive attitude and growth mindset is preferable to acting defensively.
<u>Gaining a Positive Perspective on Feedback</u>	Course, 30 minutes	N/A	Though it's invaluable, getting feedback can sometimes be a difficult process. Adopting a positive mindset can make all the difference. This course will teach you how receiving feedback differs from getting simple praise or criticism. You'll discover how listening to constructive feedback with a positive mindset can help you to manage your reactions and responses. You'll also learn how applying feedback can help your professional growth and self-development.
<u>A Factory of One: Applying Lean Principles to Banish Waste and Improve your Personal Performance</u>	Book, 166 pages	Daniel Markovitz	Describing how you can foster a new mindset and improve your performance by applying Lean methods to your work, this book translates powerful Lean tools such as visual management, flow, pull, 5S, and kaizen to your daily work, revealing how they can help to improve efficiency, reduce waste, and link you ever more closely to customer value.
<u>Performance Management for LoC Employees</u>	Course, 1 hour	N/A	In this course you will learn how your job performance will be measured according to the expectations documented and discussed with you by your supervisor, how to hold yourself accountable for meeting expectations, and how to incorporate ongoing professional development into your performance landscape.
<u>Using Performance Appraisals to Advance Your Career</u>	Course, 30 minutes	N/A	This course will explain how to manage the performance appraisal process so that it promotes growth and opportunities. You'll be given tips for listening to and applying feedback so you can use your formal and informal performance appraisals to your best advantage. It also outlines how to implement the periodic appraisal strategy to move your career forward, and ways to recognize and use constructive criticism for self-development.