

Performance DNA™

Analyzing Human Performance Workshop

The *Performance DNA* Toolkit is a complete, state-of-the-art, flexible set of tools (or job aids) — including paper based guides, checklists, and templates—to conduct a comprehensive analysis of human performance for any job or role within an organization. A complete set of key workshop slides and full participant manual will be provided to each attendee. The tool set is also available in electronic format to ease the data and consolidation process of a performance analysis.

With flexibility and completeness of the analysis process in mind, the tools are designed to meet the needs of both a newly indoctrinated performance analyst and a seasoned professional.

The process is based heavily on the validated work and processes of pioneers in human performance improvement (HPI) such as Thomas Gilbert and others, while incorporating decades of real-world execution. They include the best tools and processes for today's complex and rapidly changing workplace. *Performance DNA™* is the foundational course of ASTD's Human Performance Improvement (HPI) Certificate Program.

The *Performance DNA™* Analyzing Human Performance Workshop is designed to include:

- Brief Facilitator lead presentations to overview the HPI process
- An introduction to key HPI terms and techniques for analyzing HPI
- Brief individual and team assignments to learn the *Performance DNA™* process and tools
- Interactive team assignments (customized to 'real life' situations in on-site applications)
- *Performance DNA™* analysis processes, tools, and toolboxes used in 'real life' case study
- Learning how to overcome the challenges in adopting HPI in your organization
- Experienced practitioner and facilitator will show participants how to use these tools (job aids) efficiently and effectively in your own organization.

Workshop length: 3 days

By the end of this workshop, students are able to:

- Identify high value performance analysis opportunities and align these with the organization's goals and requirements to improve overall workplace performance
- Describe the relationship between key performers and organizational outcomes
- Describe and analyze human performance and identify key work processes
- Conduct human performance analysis activities necessary to establish:
 - major outcomes and results
 - key work processes, and
 - key tasks of any job or functional area in an organization
- Identify the influencing factors (i.e. barriers and facilitators) on any performance situation and all factors impacting these influences
- Consolidate data, identify and report-out to the client the appropriate interventions (solutions) and influences for improving overall job performance in any functional area of your org.
- Use the performance analysis tools to improve overall workplace performance in any work environment