

## **Building Results-Oriented Performance Plans**

This course will assist employees in developing solid performance plans that are aligned with organizational goals and include results-oriented elements and credible measures. The course is divided into three modules: Alignment, Results-Focused, and Credible Measures. A quiz follows each module. In order to receive a certificate of completion for each module, employees must pass each quiz. The total time to complete all three modules is 53 minutes.

**Print these instructions.** Please use the following directions to access this Commerce Learning Center (CLC) training.

1. Access the Commerce Learning Center at <https://doc.learn.com>
2. Enter your DOC e-mail address as your login Username, If any difficulty and you are a federal employee paid by the National Finance Center, please use the e-mail address identified on your WebT&A locator information screen. If you are a foreign service national (FSN) employee, or hired under a personnel service agreement (PSA) or contract (PSC), or a contractor, please use the e-mail address identified in your ITA White Pages record.
3. Enter your CLC Password. If you have never used the CLC your password in “COMMERCE” and click on <enter>.
4. At the main Commerce Learning Center page, click on the link under the Learning Centers list for “Other Bureaus.”
5. At the main Learning Center page for OS, BEA, BIS, EDA, ESA, ITA, MBDA, NTIA, NTIS, OIG and TA, click on the “Training and Development” link located on the far left pane of the web page.
6. Select the category “Human Resources Management (HR)” link located in the Course Listing by Category list.
7. Scroll down the list of courses displayed until you find “(HR) Performance Management” and the three modules listed directly below.
8. To register for a module click on the line “Click here to start this course” located below each module title.
9. At the pop-up regarding secure and non-secure items, select “Yes” to proceed with the registration.
10. At the next screen click on the “Exit” button to return to the list of courses to select the next module. Repeat until you have registered for all 3 modules.
11. To begin the class, select the “My Transcript” link located on the far left pane of the web page to see the modules listed under the “Courses in Progress” section.
12. Simply click on a course name and complete all three modules.

Please contact [CLCSupport@mail.doc.gov](mailto:CLCSupport@mail.doc.gov) with any related LMS question.

## Refresher Training

To take this course again for refresher training, simply select “My Transcript” once logged into the CLC and you will see the course already listed where you will be able to click and take the course again.