



**SFA Human Resources  
Weekly Status**

**For Week Ending August 4, 2000**

**Accomplishments:**

- Participated in 3 day course at Disney Institute focused on human performance and opportunities for SFA adaptation
- Researched performance management systems options
- Arranged demonstrations of 3 performance management system options
- Facilitated working session with Communications Director and Leadership Team to define unique functional competencies
- Provided one-on-one coaching to various SFA managers in functional competency definition
- Completed first draft of HRG working session discussion materials and submitted to Calvin for review
- Designed a Competency Catalog to centralize all professional, managerial and functional competencies
- Conducted best practices research of Skills Assessment principles and techniques
- Initiated development of Skills Assessment Job Aid template
- Developed draft storyboard of long-term HR strategy

**Next Steps:**

- Continue to refine and revise workshop materials/approach for discussion with HRG re: impact of new SFA HR organization
- Revise HR organization model and SFA Human Resources Office of Management Package based on detailed feedback from Calvin, John and other stakeholders and prepare for submission as deliverables
- Conduct working sessions with General Managers/Directors in SFA Channel and Organization Units to define unique functional competencies
- Receive and incorporate feedback from Channels/Units regarding competencies
- Continue to research Skill Assessment best practices and initiate development of Skills Assessment Job Aide
- Participate in Performance Appraisal System demonstrations and select vendor



- Refine long term HR strategy storyboard
- Continue drafting Position Descriptions/KSAs for new HR positions