HR820

SAP SuccessFactors Performance and Goals Project Team Orientation

COURSE OUTLINE

Course Version: 2505
Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

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UNIT 1 Introducing the Project Team Orientation (PTO)

Lesson 1: Describing the PTO

Lesson Objectives

After completing this lesson, you will be able to:

- Define the purpose and goals of the PTO.

Lesson 2: Managing Data Protection and Privacy

Lesson Objectives

After completing this lesson, you will be able to:

- Locate Data Protection and Privacy resources.

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UNIT 2

Introducing SAP SuccessFactors Performance and Goals

Lesson 1: Exploring SAP SuccessFactors HCM Suite

Lesson Objectives

After completing this lesson, you will be able to:

- Review the SAP SuccessFactors HCM Suite.

Lesson 2: Describing SAP SuccessFactors Performance and Goals

Lesson Objectives

After completing this lesson, you will be able to:

- Describe SAP SuccessFactors Performance and Goals.

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UNIT 3 Discovering Performance and Goals

Lesson 1: Navigating the SAP SuccessFactors Home Page

Lesson Objectives
After completing this lesson, you will be able to:

- Navigate the SAP SuccessFactors Home Page.
- Define Admin Center.

Lesson 2: Managing User Data

Lesson Objectives
After completing this lesson, you will be able to:

- Manage user data in SAP SuccessFactors.

Lesson 3: Setting up Security

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the security model used in SAP SuccessFactors.
- Configure Role-Based Permissions.
- Manage Administration Privileges.

Lesson 4: Accessing SAP SuccessFactors on Mobile Devices

Lesson Objectives
After completing this lesson, you will be able to:

- Access SAP SuccessFactors on mobile devices.

Lesson 5: Reviewing the Decisions Checklist

Lesson Objectives
After completing this lesson, you will be able to:

- Review the decisions to be made before implementation.

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UNIT 4 Exploring SAP SuccessFactors Goal Management

Lesson 1: Describing Goal Management

Lesson Objectives

After completing this lesson, you will be able to:

- Provide an overview of SAP SuccessFactors Goal Management.
- Explain Latest Goal Management Features.

Lesson 2: Working with Goal Plans

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Goal Plans.
- Explain Manager's and Employee's Role in Goal Planning.
- Manage Goal Plan Read/Write Permissions.

Lesson 3: Configuring Goal Plan Template

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Goal Plan Template.

Lesson 4: Creating and Managing Goals

Lesson Objectives

After completing this lesson, you will be able to:

- Create a new goal.
- Explain Goal Alignment.
- Import goals.

Lesson 5: Optimizing Goal Management

Lesson Objectives

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After completing this lesson, you will be able to:

- Implement strategies to optimize and enhance Goal Management processes.

Lesson 6: Reviewing the Decisions Checklist

Lesson Objectives

After completing this lesson, you will be able to:

- Review the decisions to be made before implementation.

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UNIT 5

Analyzing Job Architecture and Capability concepts in Performance Management

Lesson 1: Explaining Job Families, Job Roles, and Job Codes

Lesson Objectives

After completing this lesson, you will be able to:

- Explain Job Families, Job Roles, and Job Codes.

Lesson 2: Describing Competencies and Skills

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Attributes.
- Define Core Attributes.

Lesson 3: Using Writing Assistant

Lesson Objectives

After completing this lesson, you will be able to:

- Use Writing Assistant.

Lesson 4: Reviewing the Decisions Checklist

Lesson Objectives

After completing this lesson, you will be able to:

- Review the decisions to be made before implementation.

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UNIT 6 Exploring Performance Management

Lesson 1: Introducing Performance Management

Lesson Objectives

After completing this lesson, you will be able to:

- Define Performance Management.
- Describe Performance Review Forms.
- Access Performance Review Forms.

Lesson 2: Explaining the Performance Review Form Components

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the different components of a Performance Review Form: Form title, Form workflow, and Form sections.
- Review the PM Opt-in Features.

Lesson 3: Explaining the Performance Review Template Components

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the different components of a Performance Review Template: Rating Scale and Route Maps.

Lesson 4: Utilizing Performance Management Tools

Lesson Objectives

After completing this lesson, you will be able to:

- Utilize the supporting performance management tools: Team Overview, Stack Ranker, Check Tool, and Delegation.

Lesson 5: Exploring the AI Capabilities Available in Performance Management

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Lesson Objectives
After completing this lesson, you will be able to:

- Identify and use the AI-Assisted capabilities in Performance Management.

Lesson 6: Identifying Performance Management Key Features

Lesson Objectives
After completing this lesson, you will be able to:

- Identify key features of Performance Management forms.

Lesson 7: Reviewing the Decisions Checklist

Lesson Objectives
After completing this lesson, you will be able to:

- Review the decisions to be made before implementation.

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UNIT 7 Exploring Continuous Performance Management (CPM)

Lesson 1: Introducing Continuous Performance Management (CPM)

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Continuous Performance Management (CPM).
- State the benefits of Continuous Performance Management (CPM).

Lesson 2: Configuring Continuous Performance Management (CPM)

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Continuous Performance Management (CPM).

Lesson 3: Exploring Views

Lesson Objectives

After completing this lesson, you will be able to:

- Illustrate Channels, Activities, Meeting, and Achievements Views.

Lesson 4: Managing Continuous Feedback Activities

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate the Continuous Feedback interface.
- Delete Continuous Feedback.
- Set Continuous Performance Management Email notifications.
- Explore AI Capabilities in Continuous Performance and Feedback.

Lesson 5: Reviewing the Decisions Checklist

Lesson Objectives

After completing this lesson, you will be able to:

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- Review the decisions to be made before implementation.

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UNIT 8 Discovering Calibration

Lesson 1: Using the Calibration tool

Lesson Objectives

After completing this lesson, you will be able to:

- Use the Calibration tool.
- Manage Calibration Permissions.

Lesson 2: Implementing Business Beyond Bias (BBB)

Lesson Objectives

After completing this lesson, you will be able to:

- Implement the various options available under the Business Beyond Bias (BBB) initiative.

Lesson 3: Reviewing the Decisions Checklist

Lesson Objectives

After completing this lesson, you will be able to:

- Review the decisions to be made before implementation.

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UNIT 9 Exploring 360 Reviews

Lesson 1: Introducing 360 Reviews

Lesson Objectives

After completing this lesson, you will be able to:

- Provide an overview of 360 Reviews.
- Access 360 Review Forms.

Lesson 2: Explaining the 360 Review Form Components

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the different components of a 360 Review Form: Form title, Form route map, and Form sections.
- Explore AI-Assisted Writing in 360 Review Forms.

Lesson 3: Managing the 360 Review Process

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the various features involved in managing the 360 Review process.

Lesson 4: Explaining the 360 Review Template Components

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the different components of a 360 Review Template: Rating scale and Route maps.

Lesson 5: Reviewing the Decisions Checklist

Lesson Objectives

After completing this lesson, you will be able to:

- Review the decisions to be made before implementation.

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UNIT 10 Planning Next Steps

Lesson 1: Reviewing Next Steps

Lesson Objectives

After completing this lesson, you will be able to:

- Explore the steps to take after working through the PTO.

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