Empower employees with development and career growth

Performance Management | Aspire

With Aspire you can:

- Understand your talent with rich employee profiles and dynamic views of your entire organization
- Foster a culture of continuous coaching and feedback
- Create personal goals that support organizational objectives
- Cultivate talent through individual, organizational and leadership development programs aligned with your strategic plan
- Enable employees and managers to have meaningful, ongoing performance conversations

Build a more empowered organization today

Saba TalentSpace Aspire™ is a solution designed to help your organization make ongoing performance management a natural fit for your business so you can focus on developing and empowering employees to achieve strategic outcomes.
With Aspire you can:

Empower employees with practical ways to manage and progress their career in current and future roles

Build talent pools for career growth and succession

Create an agile and ongoing performance management workflow using flexible processes and forms

Gather 360-degree multirater feedback

Reinforce organizational culture through core competencies by recognizing and developing desired behaviors

Gather key business insights to analyze and measure progress

Your success starts here

Make ongoing performance management the driving force for your entire talent management strategy with our integrated and easy-to-adopt suite of products, collaborative services and empowering content. We’ll help you progress on your journey, every step of the way.

With any of our performance management solutions you’ll:

• Work with your Saba team on a success plan that aligns to your organizational objectives
• Get up and running quickly with an implementation program designed with your specific needs in mind
• Support end-user adoption and build excitement with practical tools and resources
• Have access to built-in product training for managers and employees
• Build on your success year over year with the support of your Saba team

TalentSpace Aspire solution includes:

Software:
• Talent Profile
• Talent View
• Talent Search
• Feedback
• Goals
• Development
• 1:1 Exchange
• Performance workflow
• 360 Multirater
• Succession
• Single Sign-on
Our employees are our greatest asset. The TalentSpace suite helps us provide our team with a clear career path and development plan, while ensuring the firm has a strong succession plan as our senior partners retire or move on.

MICHELLE L. WIEDERSTEIN PHR, PI, HUMAN RESOURCES MANAGER

TalentSpace Aspire solution includes:

**Content:**
- Integrated competency library, comment helper, conversation starters, best practice forms and processes library, and more
- Built-in online training for managers and employees

**Services:**
- Implementation planning session with your consultant
- Configuration assistance for Saba TalentSpace™ to enable:
  - Talent Profile and Talent View
  - Ongoing coaching and feedback
  - Linking individual goals to organizational objectives
  - Building professional development plans that link to organizational competencies
- Setting up scheduled performance workflows such as a self-assessment, quarterly goal setting, project review or mid-year employee evaluation
- Focusing one-on-one performance conversations on feedback, recognition, development and goals in 1:1 Exchange
- Succession planning theory and strategy session with a Talent Management Consultant
- Assistance with configuring talent pools, talent assessments and reports
- Launch communication preparation and end-user adoption resources
- 24/7 Live customer support
Software features and capabilities

Talent Profile
Let your employees showcase their skills, experience and personal interests using rich talent profiles. Gather any and all valuable data that’s important to your organization and your talent management strategy.

Talent View
Get a complete view of your entire organization and make it easy for employees to explore and understand where everyone in the organization fits. Managers and leaders can quickly identify and support individuals with goals at risk.

Talent Search
Uncover the people and talent you have across your entire organization with robust profile search capabilities. Easily identify people with the best match for the skills, experience and qualities you are looking for in a potential mentor, a special project team member or to promote from within.

Feedback
Share and receive instant feedback and recognition from managers, coaches, peers and more. Stay informed with weekly feedback digest emails and encourage managers and employees to make feedback part of their ongoing conversations. Keep the momentum going by sharing feedback directly from your mobile phone or tablet and simply convert feedback contained in emails using the Saba TalentSpace Feedback Central plug-in for Microsoft Office Outlook®.
Organizational Goals
Easily set meaningful organizational goals that are simple to track and identify progress on goals at every level – even from your mobile phone or tablet. Managers and employees can regularly review and revise goals to help ensure continued progress and celebrate success throughout the year.

Continuous Development
Create personal and professional development plans as part of your employee performance management cycle. Enable employee growth by collaborating on development plans and activities that tie directly to competencies to support career aspirations and/or goal performance.

1:1 Exchange
Improve the manager-employee relationship and establish the trust needed for engagement through meaningful ongoing performance conversations. With built-in conversation starters, automated agendas, instant access to goal progress, feedback, development activities, meeting minutes and more, Saba TalentSpace 1:1 Exchange™ improves communication, strengthens the manager-employee relationship and fosters a results-driven performance culture across your organization through one-to-one discussion.

Performance Workflow
Adapt performance processes that fit your business – from ongoing check-ins, to goal setting, to talent assessments, to appraisals – with flexible performance management tools. These include automated workflow, configurable form builder, flexible rating styles, and built-in content and tools for helping managers assess and develop their people.

Competency Management
Reinforce organizational culture through core competencies and provide employees with truly meaningful assessments so they understand what’s expected of them and where they may need to develop in order to grow. Use our extensive competency library, yours, or one of the third-party libraries available from Saba.
360 Multirater
Gather feedback from multiple sources at any time during an assessment process. Employee feedback can come from virtually anyone: From managers, peers and subordinates, to even external contacts, such as customers, partners and suppliers.

Succession Planning
Collect key data for succession planning directly from employees and managers during talent assessment or appraisal processes. Identify succession candidates, retention risks and development opportunities.

Talent Pool Development
Create talent pools to develop high-potential employees for specific roles or job families and easily plot employee performance and potential using a nine-box grid. Review your entire workforce or a particular group to identify the best candidates for development or to find strong candidates for an immediate succession requirement.

Business Insights
Executives, managers and HR professionals benefit from instant access to performance management metrics delivered in easy-to-understand reports. You can also track progress on goals, who is sending and receiving feedback, which managers are meeting regularly with their employees, and those that may need help becoming better coaches.

Single Sign-On Access
Make it easy to access with automatic and secure employee login eliminating the need to remember multiple passwords.
Your partner every step of the way

Aspire implementation and consulting services are designed to support you through every phase of your journey – from initial planning, to configuring the tools to meet your unique needs, to administrator and employee training, to launching TalentSpace to your organization. These services are delivered in practical and manageable phases to help you quickly get employees and managers onboard and engaged.

1. **Planning**
   Your Saba Consultant and your Customer Success Manager will work with you to understand your key priorities, and build a plan to help you prioritize the achievement of these key outcomes. This plan will help you get to success quickly, and to ensure your employees and managers have a great experience in their introduction to Saba.

2. **Getting to know your talent**
   Understanding your people and the talent they bring to your organization is a critical element in achieving success. Your Consultant will help you configure your Talent Profile to align with your business, your needs and your culture. Talent Profiles can be leveraged to find specific skillsets or experience, to learn about colleagues, and to share work and communication styles and preferences. Having individuals complete a personal talent profile is a great way to introduce your employees to TalentSpace and for everyone to learn more about their colleagues and the skills and experience they bring to the organization.

   You’ll also be supported in configuring your end-user experience overall, including your security settings and options, as well as getting your existing user information into the system.

3. **Saba TalentSpace**
   There are foundational elements of TalentSpace that will enable your managers and employees to have meaningful coaching conversations. Based on your priorities, these services can help guide you through:
   - **Feedback**: Creating feedback types aligned with your culture and recognition programs, promoting feedback usage to employees and managers and reporting on feedback usage
   - **Goals**: Configuring goal sections, goal reports, establishing expectations around goals, and communicating these to your organization
   - **Development plans**: Establishing definitions and expectations around development planning, configuring the development plans area, and development plan reports
   - **Communication and end-user adoption resources**: Ongoing performance management toolkits and templates are available to help you introduce TalentSpace to your employees and managers, communicate why ongoing performance conversations will benefit them, and help them understand how to use the system effectively
Performance conversations

1:1 Exchange is a performance tool that facilitates ongoing performance conversations. You will be supported in configuring this tool so that managers and employees can have meaningful conversations around goals, personal growth and development opportunities, feedback, and any other topics that the employee or manager add to the agenda.

Your consultant will help you to configure 1:1 Exchange, including conversation starters and reporting. Your consultant will also help you set expectations and report on the level of activity so you can identify which managers are meeting with employees and those that may need more support in developing their coaching skills.

Performance management workflows

Using forms and workflows is a powerful way to capture and share information. From policy sign-offs, to 360-degree feedback and goal alignment conversations, TalentSpace workflows can work for you. Here are just a few examples of how Saba can assist with your forms and workflows:

Introductory product training: Before configuring your first scheduled workflow, you will be introduced to product training on form building and process setting essentials in TalentSpace Performance and creating feedback assessments with 360 Multirater.

Methodology and configuration: Your consultant will coach you on the Saba’s form and workflow design, from gathering requirements, to user testing and launch. Your consultant can help you prepare forms and workflows for launch and configure reporting options to track your organization’s progress and success in any workflow.

Goal management: You and your consultant can discuss how to configure organizational goals and how linking employee goals to organizational objectives helps employees see how their work contributes to overall success. Your consultant will also help you track progress towards individual, departmental and organizational goals in reporting.

Workflow participants can involve employees, managers, human resources or other approvers. You may also include colleagues and external clients, when appropriate, such as when requesting 360-degree feedback for a specific employee using the 360 Multirater tool. This can be included in any of your workflows.

Succession theory and strategy

At Saba, we know your succession objectives and priorities are important, and a Talent Management Consultant will work with you to understand your objectives and strategies. Your consultant will also help to identify how the Succession tool can support your specific objectives, including identifying suitable questions, generating reports to identify high-potential employees and those at risk of leaving, determining suitable competencies and talent pools for talent assessments and planning.

Your consultant will also help you identify the roles and responsibilities of the manager and the employee in succession planning and information gathering.
Succession configuration

After you’ve worked with the Talent Management Consultant to identify your priorities and next steps in the Succession module, an implementation expert will help guide you in configuration of the software to help you meet your objectives. Configuration will include succession questions, talent pool creation, talent assessment design and report creation.