

# Topgrading Workshop Agenda

## Day 1

7:45-8:30	<i>Breakfast</i>
8:30-9:00	Introductions
9:00-9:45	Defining A Players, Defining Topgrading Impact of high performers
9:45-10:45	The Problem with Typical Hiring / Why Do We Get Hiring Wrong? What is your hiring success?
10:45-11	<i>15-min break</i>
11-11:30	Cost of Mis-Hires Exercise and Discussion
11:30-12	Topgrading Hiring Steps, Intro to Job Scorecards
12:00-12:45	<i>Lunch</i>
12:45	Job Scorecard Exercise
1:15	Hiring from Your Network / Recruiting / Resumes
1:30	TORC Technique, Snapshots, Phone Screens
2:00	Phone Screen Interview Practice
2:15	Exercise recap
2:30	<i>Break</i>
2:45	Hiring Process – Behavioral vs Competency Interviews
3:00	Topgrading Interview – Overview, Review Sample CHF
3:30 – 4:45	Topgrading Interview – Demonstration and Discussion
4:45-5:15	<i>Optional: Software Demonstration</i>
5:30 – 7:30	<i>Cocktail Networking Event</i>

## Day 2

7:30-8:00	<i>Breakfast</i>
8:00	Interview Techniques and Practice Preparation
8:45	Topgrading Interview Practice
10:45	<i>Break</i>
11:00	How to Arrive at Valid Conclusions/Analyzing Patterns of Behavior
11:15	Analyze the Data (Exercise)
11:45	Interview Feedback (Exercise)
12:15	Reference Calls
12:30	Variations on the Topgrading Interview/ Promoting
12:45	Implementing Topgrading
1:00-1:30	Q&A