Training Program Description

Managing employee performance facilitates the effective delivery of strategic and operational goals. There is a clear and immediate correlation between using performance management programs and improved business and organizational results. For that having a valid yet an effective PM system is essential for managing and evaluating staff, develop their competencies, improve organizational performance, and eventually achieve winning business outcomes.

Through the trainer’s expertise and practical knowledge, you will be able to define the key concepts associated with performance management and you will be able to:

- Develop an understanding of the principles of effective performance management.
- Develop an understanding of the best practice performance management processes.
- Comprehend the concepts on competency, management style and organization climate as critical elements of the performance improvement process.
- Practically experience a number of the tools which are critical to the success of the new performance management process.

This Training Program is designed for

Line managers and supervisors who are held accountable for the performance of the organization and its employees, and Human Resources professionals who are responsible for the design and implementation of performance management systems.

The Learning Model
The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including:

- Class Session
- Group Discussions
- Simulations exercises
- Case studies and Problem Solving Exercises
- Individual assignments
- Templates and tools
Course Duration

14 Training Hours

Training Program Outline

What is performance management
- The principles of effective performance management
- Overview of the best practice performance management process

Planning Performance
- Setting key performance objectives for individuals and teams
- Cascading the business plan down through the organization
- Understanding the competencies associated with effective job performance
- How to set training and development goals

Managing Performance
- Monitoring and tracking performance
- Coaching and leveraging performance
- Diagnosis on management style preferences
- Diagnosis and exercise on situational management

Appraising Performance
- Key issues for effective appraisal
- Video – performance review session
- Linking pay with performance