

Course in Performance Management



Description

The course is aimed at providing participants with the knowledge and skills to better manage the performance of their employees and subordinates. Performance management forms the fundamental drive behind the achievement of the organisations overall vision, mission and strategies. The success of any performance management system lies with management and their ability to equip employees with skills and necessary tools which will enable them to take charge of the work and responsibilities.

Vital to the success of today's leading organisations, is the implementation of a performance management system that drives focus & transparency – aligning individual performance contracts with departmental business plans. Participants will also learn how to prepare & conduct performance appraisals, rectify poor performance & create effective performance development plans for individual employees.

Outcomes

On completion of the course, the participants will be able to :

- understand the basic principles of performance management
- gain an insight of the performance management cycle
- understand and utilize effectively the performance management tools
- ascertain the criteria for effective performance management taking into consideration the strategic, administrative and development purpose
- identify and resolve problems that may arise through the performance management process
- manage successfully the overall performance of employees which will add to the success of the organisation

Learning Methods

The course is learner centered. It is practice –based and will involve discussions drawing on experiences of the participants. The course will involve integration of theory with practice to find solutions for effective performance management.

Target Audience

The programme is designed for all sectors, including private organisations, non-profitable organizations and public entities. Managers and supervisors who are involved in the performance management process should attend the course.

Duration

The course is delivered over 2 consecutive days.

Fees

The cost of the course is available on request. Corporate discounts are available for 5 or more participants from the same organisation. Fees will include tuition, learning materials, meal and refreshments.

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