



EFFECTIVE PERFORMANCE Management

Course Introduction:

Having an effective performance management system is essential to a well-run organization. This Effective Performance Management training course is designed to help you examine key theories of performance management and show you the tools how to devise a plan for your team including setting powerful goals that will contribute to organizational objectives; and give motivational and developmental feedback to drive individual performance.

Course Objectives:

By the end of the course, participants will be able to:

- Understand the aims of performance management
- Identify acceptable standards of performance
- Conduct effective reviews of performance
- Set SMART objectives
- Provide constructive feedback on performance
- Hold people accountable
- Manage poor performance

Who Should Attend?

Effective Performance Management is a practical course that is ideal anyone involved in the performance management or the appraisal process. This course would be ideal for; Directors, Managers, Team Leaders, HR Professionals. The Performance Management course equips delegates with the skills and techniques to ensure staff perform to the peak of their abilities.

Course Outline:

- Concept of people performance management
- The link between culture and performance
- Performance management methodologies & tools
- The Link of people competencies with performance
- Setting performance objectives
- Preparing performance plans
- Motivating people to deliver optimum performance
- Measuring and monitoring performance
- Assessing performance
- Conducting performance appraisal sessions
- Handling disagreements
- Creating a personal training and development plan
- Pitfalls in people performance management and how to avoid and deal with them

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session