

PERFORMANCE MANAGEMENT



Introduction

Performance Management is a key process in any organisation and should assist the management and staff to focus on the key issues and business objectives to ensure sustainability. Performance management means creating both competence and growth for employees.

Effective performance management incorporates a series of on-going assessments, processes and activities that encourage growth and measure progress in attaining objectives. Good performance management focuses on developing others. This course will help in assessing performance and making decisions to develop the performance of others.



Course Outcomes

Delegates will have a better understanding of:

- The difference between performance management and disciplinary action
- How to compile a performance contract and the setting of performance standards
- How to select the relevant job specific competencies
- The content of a job description and job profile
- The performance appraisal cycle
- How to conduct a performance appraisal
- How to take corrective measures with persistent poor performance
- How to prepare for a poor performance hearing
- Procedural and substantive fairness in conducting a poor performance hearing

Target Audience

- HR practitioners
- Line managers and supervisors involved in managing the performance of others

Course Duration

08h30-15h30

Course Fee

R 1,250 VAT Incl.

R 750 (WHC Divisions)

Venue

1st Floor Training Room
Wits Health Consortium (Pty) Ltd
8 Blackwood Avenue
Parktown
2193

Special requests will be considered, subject to viability.