

HR

Course

PERFORMANCE MANAGEMENT



R 1,800 incl VAT (Non-WHC)

R 850 excl VAT (WHC)

Discounts apply to groups



Classroom based

(available online March 2021)



2 days

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. An effective performance management process promotes employee engagement and helps to establish and support the link between strategic business objectives and people's day-to-day actions and tasks. It also enables first line managers to evaluate and measure individual and team performance and to evaluate performance and productivity.

The course has 6 modules including a "Test your knowledge" at the end of each module:

- Module 1: Understand their role as line managers in the process of performance management
- Module 2: The performance review process
- Module 3: Establish performance standards for the teams
- Module 4: Monitor the achievement of performance standards
- Module 5: Prepare for performance reviews
- Module 6: Conduct performance reviews



The objective of our performance management workshop is to develop a clear understanding of the principles of performance management and provide practical application tools and processes to ensure that managers are equipped to effectively manage their team's performance.

The course will enable delegates to:

- Understand their role as line managers in the process of performance management,
- Establish performance standards for their teams,
- Monitor the achievement of performance standards,
- Prepare for performance reviews,
- Conduct performance reviews.



HR Practitioners, Line Managers, Supervisors and Team Leaders



At the end of this course, learners will be expected to complete a final assessment:

- There are 50 multiple choice questions.
- The pass mark is 70%.
- Learners have unlimited attempts.
- A certificate will be issued on passing the assessment.



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