



**1007-P24-VE**



**Virtual**



**14 hours**



**EGP 2730**

## **Course Description:**

This course provides a comprehensive overview of the key principles, methods, and strategies required to manage and enhance employee performance within an organization. It is designed for professionals seeking to improve their understanding of performance management systems, set measurable performance standards, and implement effective appraisal processes.

## **Target Audience:**

Mid-Level Managers and HR Professionals.

## **Course Objectives:**

**By the end of this course participants will be able to:**

- Identify the philosophy of performance management
- Set key performance standards (KPIs) in alignment with the organization's strategic goals
- Explain the performance appraisal process

## **Course Outline:**

### **Module 1: Performance Management Philosophy**

#### **Session one: Foundations of Performance Management**

- Introduction to Performance Management
- Performance Management System
- Assignment

#### **Session two: Individual Impact Assessment**

- Individual contribution and results
- Assignment

### **Module 2: Setting Performance Standards and KPIs**

#### **Session one: Effective Performance Standards**

- Tangible performance Standards
- Behavioral performance Standards
- KPIs development
- Assignment

#### **Session two: Maximizing Employee Impact**

- Impact of Employees Performance
- Enhancing Employees Performance
- Alignment of performance with strategic goals
- Assignment



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## **Module 3: Development of the Appraisal System**

### **Session one: Managing Performance Appraisals**

- Human errors
- Appraisal review meetings
- Assignment

### **Session two: Effective Documentation and Employee Development**

- Documentation
- Developing employees
- Assignment

### **Assessment and Attendance Strategy:**

- 40 % Assignments between sessions
- 60 % Participation
- 60 % Cut off score of total grades which is "100"

### **Upon Successful Completion of this Course, participants will obtain:**

1.2 CEUs

### **Course Language:**

English

### **Prerequisites:**

None