Performance Based Human Resources Management

Course Objectives

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

- Create a performance management plan
- Provide a clear link between productivity and organisational success
- Understand the performance appraisal process and identify and gather appraisal material
- Identify the steps to conduct an effective performance-planning meeting,
- Come up with employee appraisal plans and feedback mechanism
- Provide training intervention mechanisms
- Develop Professionalism in the HRM function

Target Groups

- Human Resource Managers and Officers
- Employee Development Officers
- Training Officers
- Administrative Officers
- General Managers
- Strategic planners
- Finance Managers
- Operations Managers
- Project Managers

Course Outline

- General Management Principles and Skills
- Understanding performance and productivity
- Institutional management and leadership development
- HRM functions and activities
- Attributes and dynamics of Individuals
- Organisation dynamics and HRM
- The role of HRM
- Strategic Approach to HRM
- Human Resource Development as an interventionary process
- Formulating Strategies for HRM
- Job Design
- Organisation Design
- Job description
- Job Analysis
- Understand performance management
• Results Based performance management
• Application of Balanced Scorecard In Performance Management
• Performance management
• Performance-planning meeting
• Process for providing feedback
• Coaching employees
• Appraising employee’s performance
• Performance appraisal process
• Prepare for an appraisal discussion
• Respond to and resolve conflict
• Performance improvements
• Plan performance improvements
• Training principles and Analysis
• Training Approaches
• Designing an organisational Training Program
• Carrying out the Training needs Analysis
• Maintaining documentation
• Database management
• Action Planning

Dates: 17th – 28th February 2020

Duration: 2 Weeks

Course Costs: US$2850

Venue: Windhoek, Namibia