



# Institute for Capacity Development (ICD)

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## 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: 07<sup>th</sup> – 18<sup>th</sup> December 2020

Duration: 2 Weeks

Course Costs: US\$2850

Venue: Windhoek, Namibia