



# Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;  
PO Box 10193, Khomasdal, Windhoek, Namibia;  
Phone: +264-61-401445; Fax: +264-61-401446; Cell: +264-81-3866883; Cell, +264-81-4219013;  
Email: [enrol@icdtraining.com](mailto:enrol@icdtraining.com)  
Website: [www.icdtraining.com](http://www.icdtraining.com)

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## Results Based Performance Management

### Course Objectives

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

- Design an effective and consistently used evaluation form
- Set clear performance standards and goals that are bought into by the employee
- Cascade organizational goals down through department and employee goals
- Establish an effective performance management system
- Improve the ability to measure and report department and employee performance
- Increase the confidence and comfort levels of managers and supervisors in setting goals and conducting successful performance evaluations
- Set clear performance standards and goals that are bought into by the employee
- Provide more consistent and on-going employee performance feedback
- Increase employee performance and morale through better feedback and communication
- Improve the linking of strategic goals to employee performance evaluations & expectations

### Target Groups

- Directors
- HR Managers
- Manager Corporate Services
- Administration Managers
- Training Managers
- HR Officers
- Operations Managers
- Production Managers

### Course Outline

- Management skills and practises
- Understanding organisational performance
- Aligning Strategic Goals and Organization Performance
- Strategic plan and vision development
- Establishing a consistent priority structure
- Importance of goal setting
- The benefits of alignment and coordination
- Infrastructure requirements needed for success
- Setting and Cascading Performance Goals Down to Employee-Level
- SMART goal setting
- Establishing individual accountabilities and responsibilities
- Identify incremental performance measures
- Developing specific work plans

- Establishing milestones
- Levels of performance and achievement
- Obstacles to setting and achieving goals
- Leadership Skills to Influence Success
- Effective communication
- Team building
- Increasing employee results-based accountability and responsibility
- Managing On-Going Performance
- Performance feedback
- Employee Coaching skills
- Evaluation interviews and performance discussions
- Database Management
- Action Planning

Dates: 17<sup>th</sup> – 28<sup>th</sup> October 2011

Duration: 2 Weeks

Course Costs: US\$2950

Venue: Windhoek, Namibia



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## Application/Nomination Form

Organisation \_\_\_\_\_

Department \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Phone numbers \_\_\_\_\_

Course Title/ Code \_\_\_\_\_

Attendance Month/ Dates \_\_\_\_\_

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

*Attach a separate list in cases where the delegates are more than six ( Applications can also be submitted online or by email).*

Expected Benefits from participation \_\_\_\_\_

\_\_\_\_\_

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Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_