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

- 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: 15th – 26th July 2019
Duration: 2 Weeks
Course Costs: US$2850
Venue: Windhoek, Namibia