



Institute for Capacity Development (ICD)

22 Hamutenya Wanahepo Ndadi Street, De Jager Building, Olympia | P O Box 10193, Khomasdal, Windhoek, Namibia |
Phone: +264-61-401445 | Cell: +264816303279, +264813866883 | Fax: +264-61-401446 | E-mail: coordinator@icdtraining.com

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
- Action Planning

Dates: 11th – 22nd February 2019

Duration: 2 Weeks

Tuition Fee: US\$2850

Venue: Windhoek, Namibia