



Designing and Implementing a Performance Management System Training

Description

Introduction

Human Resources professionals and other employees who are responsible for the design and implementation of performance management systems.

Objectives

- List the phases of performance management cycle and describe the role of HR in each phase.
- Distinguish between different types and components of performance management systems.
- Design and develop a comprehensive performance management system.
- Organize and plan a successful implementation of a performance management system.
- Identify business requirements for performance management operating systems.
- Develop mandatory coaching and training sessions for managers and employees.

Content

Day One

The Role of Human Resources in Performance Management

- Definition and Purpose of Performance Management
- The Performance Management Cycle
- Role of HR in Different Phases
- Strategic and Administrative Role
- Tangible and In-Tangible Responsibilities

Day Two

An Overview of Performance Management Systems

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Types of Performance Management Systems

- Graphic Rating Scales
- Behaviorally Anchored Rating Scales
- Management By Objectives
- Competency-Based
- 360-Degree Feedback
- Advantages and Disadvantages
- Components and Building Blocks
- Trends in Organizations
- Uses and Applications of Performance Management Systems

Day Three

Designing a Performance Management System

- System Prerequisites
 - Developing Tangibles
 - Objectives
 - Key Performance Indicators
 - Targets
- Defining Intangibles
 - Competencies
 - Values
 - Behavioral Indicators
- Determining Weights and Percentage Score Ranges
- Developing Performance Appraisal Templates

Day Four

Ensuring a Successful Implementation

- Pilot Implementation
- Potential Pitfalls and Improvements
- Marketing and Introducing the System Internally
- System Support and Evaluation
- Performance Management Operating Systems
- Drafting Business Requirements

Day Five

Coaching Managers and Employees

- Comprehensive Training on New System
- Coaching Managers on Developing Objectives
- Structure of a Coaching Session
- Structure of Appraisal Meetings