XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Effective Performance Management Training Course

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
3 – 7 May 2027	Live online	Online (live)	**€1,200**
14 – 18 Jun 2027	Dubai	Classroom	**€5,500**
8 – 12 Nov 2027	Live online	Online (live)	**€1,200**

Register or ask a question

Online: x8ti.com/course/effective-performance-management-training-course-2/

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Effective Performance Management Training Course

Introduction

Introduction

Performance management is a continuous process of managing the performance of the employees as soon as they enter the organization. The focus here is to plan and align the goals of the employees to strategic goals of the organization, review and assess progress, and develop the knowledge, skills, and abilities of people.

Performance management provides a space of open discussion amongst the appraise and the appraiser to advance career and strengthens the relationship of the manager and the employee.

With the changing times, as well as the change in the mindset of the employees, it has become critical to manage the life cycle of an employee into the business with more transparent and open policies, uniform reward and promotion decisions.

While also encouraging them for further learning and growth which leads to a positive mindset in their job satisfaction, motivation and performance.

This course on Effective Performance Management training by Xcelerate training institute will help you evaluate the efficiency of the organization's Performance Management System and work towards aligning it with the business objectives.

This course will further equip the participants with the right knowledge, skills, and attitude towards paving a path of growth and success for their own team members and business.

Learning Objectives

- Understand the importance, purpose, and impact of a strong and robust Performance Management on the culture and growth of the organization
- Creating and implementing a robust process of performance management
- Strategize and align the performance management framework to culture, business growth, and other related systems – namely Career Development, Career Ladder and Succession Planning
- Understanding key behavior required to promote performance management rather than conducting the exercise of performance appraisal as a ritual
- Using the Balanced Scorecard as a Strategic Tool in measuring Performance
- Understand how to be on the look-out for average and poor performers to guide and motivate them timely to become better performers
- Learn the ways to set the expectations right through objective goal-setting, KRA, and KPI
- Understand how to reward for good performance – both financially and non-financially
- Understand the importance of transparent and open communication for satisfaction and retention in the team
- Learn how to coach and share constructive feedback

- Preparing self for reviewing the team members

Training Methodology

We at Xcelerate training institute will employ a variety of proven adult learning methods to ensure comprehension and retention of the information presented. This will include interactive presentation, discussions, videos, case studies, role plays and exercises.

Benefits for Your Organization

- Increased employee satisfaction
- Increase in the rate of retention
- Culture of transparency and performance
- Uniform and fair policies
- Growth in business

Benefits for You

- Understand how to handle team effectively
- Understanding the strengths, and weaknesses of the team members
- Have better communication with team members
- Help team members grow and develop by setting expectations and sharing regular feedback
- Lead a motivated team

Target Audience

Xcelerate training institute recommends this course for:

- Senior Leadership and Management Team
- C – Level Executives
- Department Heads
- Team Managers
- Team Supervisors
- Quality Assurance/ Audit Professionals
- Project Management Head
- HR Head / HR Manager / HR Executives
- People with leadership potential

Course Outline

UNDERSTANDING THE CURRENT TREND IN PERFORMANCE MANAGEMENT

- History and challenges of Performance Management in the 21st century
- Role of performance Management in enhancing the culture, and gaining competitive advantage
- The life cycle of the employee in the organization
- Ideal Performance Management cycle and the process of performance appraisal
- Review of the current Performance Management framework of the organization

EMBEDDING PERFORMANCE-ORIENTED CULTURE IN THE ORGANISATION

- Setting the measures of performance, review, and assessment
- Setting and communicating the objectives for performance
- Understanding the behaviors that drive performance
- Linking the challenges of performance management to the appraisal process
- Objective assessment, and rating of performance
- Observing early signs of performance issues
- Understanding why the issues of performance are sometimes left unaddressed by the managers

PERFORMANCE REVIEW MEETINGS

- Understand how to structure the performance review meetings
- Understand how to communicate with the team members during the performance review meetings
- Understand how to give constructive feedback
- Asking the right questions
- Empathy and Emotional Intelligence
- Review and next steps

IMPLEMENTING THE PROCESS OF PERFORMANCE MANAGEMENT

- Preparing self for the review meeting
- Preparing the team members for a review meeting
- Understand how to diffuse the emotional impact on the team during a review meeting
- Understand how to listen patiently and respond

DEALING WITH POOR PERFORMANCE

- Probing the root cause of poor performance and getting to the core of the problem
- Understanding how well the issue of poor performance can be addressed though Performance Management
- Understand how to communicate the performance improvement plans with positivity
- Addressing seamless incorporation of change management into the performance management process

COMMUNICATION DURING PERFORMANCE REVIEW MEETING

- Identifying support material before sharing feedback
- Choosing words carefully
- How to speak positively to avoid a biased approach
- Focus on behavioral change
- Clarifying and checking for shared understanding and mutual agreement on further objectives
- Pitfalls while communicating with the team members

MANAGING THE ENTIRE PROCESS

- Understand how to keep them motivated during the Performance Management process
- Using money as a tool for motivation
- Understanding the difference between reward and motivation
- Balancing the reward in the team
- Empowering individuals via recognition, challenge, and delegation

- Stress Management

FROM GOOD PERFORMANCE TO GREAT PERFORMANCE

- Understand how to conduct unbiased review of the team performance
- Benchmark core competencies and identifying potential
- Your role as a coach
- Identifying potential for Succession planning, and retention issues
- How to delegate for a better performance
- Creating an environment where the team members can thrive
- Identifying star performers, potential performers, silent superstars
- How to apply the findings?
- Personal development plans

UNDERSTANDING CAREER DEVELOPMENT, AND SUCCESSION PLANNING

- Introduction to Succession Planning
- Effective Assessment Tools used to identify potential successors
- Introduction to Balanced Scorecard – a Performance Management Tool
- Developing the scoring mechanism for Balanced Scorecard

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Registration Form

Effective Performance Management Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

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Payment

☐ Please invoice me ☐ Please invoice my company

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