Consulting and Training | Reach New Heights

Course Name

Certified Employee Performance Management (Physical)

Sector Name

Internationally Certified Training Programs

Document Type

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Certified Employee Performance Management (Physical)

Course Introduction

This course will clarify key, specific, detailed concepts and will provide practical tools and techniques for implementing, improving, or maintaining the company’s employee performance management system. Attendees will gain exposure to best practices in the field of performance management and will learn how to establish and use criteria for evaluating performance.

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Target Audience

People interested in employee performance management:

Entrepreneurs, analysts and professionals from any field, interested in employee performance management will acquire the knowledge needed to understand the aspects that influence employee engagement and productivity and will access different methods that could help them improve.

Management representatives:

Representatives of top/middle/line management and their respective organizations, regardless of their field of expertise, interested in measuring and evaluating employee performance, will be glad to discover a structured approach to the implementation of an employee performance management system, as well as best practices in the field.

HR professionals:

This course offers HR professionals, such as HR Consultants, HR Managers or HR Associates, the opportunity to have exposure to a

rigorous approach to individual performance management and evaluation, through the implementation of an integrated employee performance measurement system based on KPIs, behaviors and competencies. Starting from the processes and tools already used in their organizations, after completing this course participants can return to their organizations with a more coherent perspective on how an employee performance management system should work.

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Learning Objectives

- ✓ Identify the fundamentals of the performance management framework
- ✓ Learn how to track employee performance during each phase of the performance management cycle
- ✓ Apply key tools to measure employees' results in a fair and objective manner
- ✓ Learn how to conduct efficient performance appraisals
- ✓ Gain the knowledge of developing a Performance Management System business case

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Course Outline

✓ 01 Day One

Employee Performance Management context:

- ✓ Benefits of implementing an Employee Performance Management System
- ✓ Prerequisites of an Employee Performance Management System
- ✓ Governance for Employee Performance Management
- ✓ Impact areas of an Employee Performance Management System
- ✓ Performance Management Cycle

Employee Performance Management Architecture:

- ✓ The link between business strategic objectives and day-to-day actions
- ✓ Tools and processes involved in employee performance management
- ✓ Visibility and accountability through employee performance management

Employee performance management implementation project:

- ✓ Importance of a business case for an implementation project
- ✓ Elements of a business case
- ✓ Clarify organizational context
- ✓ Design the system implementation project plan
- ✓ Define the tools and templates to be used
- ✓ Training sessions for management and employees

- ✓ Launch and utilize the system
- ✓ Monitoring and review the implementation process

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Course Outline

✓ 02 Day Two

Establish performance criteria:

- ✓ Cascading objectives and KPIs from organizational to departmental and individual levels
- ✓ Defining and selecting competencies
- ✓ Defining and setting behaviors

Evaluating employee performance:

- ✓ Employee Performance Evaluation Form
- ✓ Evaluating KPI results
- ✓ Assessing competencies and behaviors
- ✓ Rating overall performance

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Course Outline

✓ 03 Day Three

Employee Performance Management Cycle:

- ✓ Employee performance planning
- ✓ Mid-year performance review objectives
- ✓ Point of contact and support for employees
- ✓ Annual performance review

Employee performance appraisal meeting:

- ✓ Preparation for the appraisal meeting
- ✓ Feedback techniques
- ✓ Active listening
- ✓ Performance conversations

Talent Management:

- ✓ Linking performance evaluation to talent management
- ✓ Employee performance plans
- ✓ Career path, development plan
- ✓ Compensation and benefits

Review and Q&A:

- ✓ Course review
- ✓ Q&A

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 14, 2027	March 16, 2027	3 days	3250.00 $	KSA , Riyadh
May 3, 2027	May 5, 2027	3 days	3250.00 $	UAE , Dubai
Aug. 9, 2027	Aug. 11, 2027	3 days	3250.00 $	UAE , Dubai
Nov. 23, 2026	Nov. 25, 2026	3 days	3950.00 $	Malaysia , Kuala Lumpur

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