



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Performance Management

Code	City	hotel	Start	End	price	Hours
821	Kuala Lumpur (Malaysia)	Hotel Meeting Room	2024-08-26	2024-08-30	4450 €	25

INTRODUCTION

Performance Management is used to measure employee performance, identify areas of improvement, and provide feedback. There is a clear and immediate correlation between using performance management programs and improved business. It is one of the key aspects to meeting overall company objectives.

Performance Management is a continuous process where managers and employees work together to plan, monitor, and review an employee work objectives or goals and his or her overall contribution to the organization

This programme is designed to:

- Assist managers and executive recognised their role and contribution to effectively manage performance and conduct at work.
- To spot and foster talent in your workforce with performance management training
- Utilizing and effective goal setting tools and linking it practically performance measurement system
- Deploy a successful methodology for developing and implementing measurement performance management

PROGRAMME OBJECTIVE

- Understanding on how performance management systems can be effectively utilized to raise the performance of individuals and teams



- Enhanced their skills in setting clear expectations and objectively measuring individual performance using objectives and competencies as key measures
- How to work with employees to set performance standards and goals
- Improved skill to giving constructive and motivational feedback
- Development for leadership to drive high performance and achieve it

TRAINING METHODOLOGY

The programme will combine conventional teaching with a high level of participation; including an interactive approach to involving participants in discussion of topics; exercises; and encouraging participants to bring their own experiences forward for discussion and debate. Wherever possible, real examples and short case studies will be included from different industries around the world to make the course as relevant as possible

PROGRAMME SUMMARY

This program to help embed effective performance management techniques and practices into an existing framework, bring consistency in applying performance management within the business. Identified and practiced some performance management strategies and techniques to enhance the performance and motivation in under-performing and high performing team members

PROGRAMME OUTLINE

Overview of Performance Management

- Definition, objectives, and responsibilities
- Structure expectations
- Importance of planning objectives
- Provide direction



- Reduce risk uncertainty
- Reduces overlapping and wasteful activities
- Promotes innovative ideas
- Facilitates the decision making
- Established standards for controlling

The Principles and Performance Management Cycle

- Core elements, principles, and benefits of an effective performance management framework
- Organisations' performance appraisal process
- Performance management cycle and purpose of the annual performance review
- Planning
- Monitoring
- Developing
- Rating
- Rewarding

Setting and Standards of Performance

- Considering the circumstances
- Skills required in a team
- Team and individual objectives
- Objective setting process
- Setting and communicating performance objectives
- Identifying core behaviour that drive high performance
- Practical and exercise

Leadership Development

- Major role of the leader within a team
- Characteristics or features of a leader
- Styles of leadership within a team



- Maintaining authority and respect
- Improvement of individual performance objectives
- Achieving results through others
- Motivation
- Factors of motivation
- Techniques of motivation
- Practical steps to be performed by the team
- Different people with different needs

Managing Performance and Training

- Importance of ongoing performance management objectives
- Progress and achievements evaluation
- Maintaining flexibility according to business change
- Recognizing and closing gaps
- Revising standards for the team welfare
- Organisational alignment
- Inventory of skilled interventions
- Providing constructive feedback



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.