

Competency Based Performance Appraisal Management

Course Overview

Performance management is often a bureaucratic process which leaves most managers and employees uninspired and often generates conflict. Organizations need everyone to support strategy and guarantee deliverables in this ever-increasing competitive environment.

This course provides you with a workable, practical approach to performance management and performance appraisals, and takes into account the real world we all live in. You will learn how to conduct effective performance appraisals and integrate those into an integral part of the employee performance management.

Course Outline

- The competency Model
 - o What is competency modeling?
 - o How competency models are structured?
 - o Developing a competency model
- Traditional versus competency-based Performance Management and Performance Appraisal
 - o Performance management overview
 - o Performance management cycle and components
 - o Where performance management fits into the bigger picture
- Goal Setting
 - o Setting SMART performance objectives and key performance indicators (KPIs)
 - o Developing action plans
 - o Conducting the goal setting meeting
- Coaching and Support
 - o Analyzing performance deficiencies
 - o Guidelines for effective coaching
 - o Ongoing support and quality feedback
- Performance Appraisal Tools and Techniques
 - o Using different tools measuring “what we achieve”? And “how we achieve”?
 - o Common errors during performance appraisals
 - o Who should do the appraisal?
 - o 360 appraisal
- Appraisal Interviews
 - o Guidelines for preparing and conducting the appraisal interview (annual review meeting)
 - o Developing strategies to help individuals realize their potential
 - o Continuous improvement
- Rewarding
 - o Linking performance with financial incentives
 - o Linking performance with career path (promotions)

Learning Objectives

Upon completion of this course, participants will be able to:

- Determine the importance of Competencies in organization Development.
- Sort out Different types of Competencies
- Relate appropriate competencies to Job Descriptions.
- Analyze & determine the gap in performance linked to competencies.
- Appraise their team Behaviors through Competency Based Appraisal.
- Formulate action plans for each specific period that help employees achieve or exceed performance standards
- Understand how to provide regular feedback on employees' performance.

TRAINING METHODOLOGY

- This training should be interactive based on group discussions and case studies to enhance & understand the practical implications of the learning.
- Also, it will use a wide range of learning styles, but the principal approach that will be taken is experiential learning. There will be the opportunity during this workshop to experiment and try out new skills and understanding, before finally deciding how to apply and integrate the learning into workplace activities.

Who Should Attend

HR Professionals, Line Managers, team leaders and supervisors who are responsible for managing the performance of their subordinates.

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Fees

- 1700 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks and light lunch

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

17, Abdel Wahab Selim Elbeshry St.,
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45

Ext. 440/1

F. +2 02 226 871 58

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com