



**MAESTRO**  
CONSULTANTS

**CAREER LADDER  
TRAINING /  
PERFORMANCE  
MANAGEMENT  
(FOR SECTION HEADS,  
DEPARTMENT HEADS  
AND HR PERSONNEL**

**COURSE OUTLINE 2020**

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## **TRAINING TITLE**

CAREER LADDER TRAINING / PERFORMANCE MANAGEMENT (FOR SECTION HEADS, DEPARTMENT HEADS AND HR PERSONNEL)

## **VENUE**

Dubai, UAE

## **DURATION**

5 Days

## **DATES**

12 - 16 July 2020

## **PRICE**

US\$4,000 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet daily.

## **TRAINING INTRODUCTION**

Performance management is a journey to the brighter future of any organization. But research shows that poor achievement of organizational goals occurs as a result of lacking of effective performance management and appraisal system. The idea simply revolves around the concept that what cannot be appraised cannot be improved. Some managers may still think that the concept of performance management appraisal (or review) is another unnecessary management burden. But research proved that performance appraisal process can provide significant benefits to any type of organizations of any size operating in any field.

This workshop will provide delegates with tools and techniques to not only measure and appraise their organization's performance but to improve it.

## **TRAINING OBJECTIVES**

- Understand the key factors underpin performance management
- Be familiar with the strategies for dealing with organizational change towards adoption of performance review and appraisal approaches.
- Understand the role and responsibilities of the parties involved, including both appraisal and appraisee
- Understand the process of performance appraisal, both as appraiser and appraisee

- Design a performance appraisal form that everyone can understand and support.
- Set up and measure performance expectations through SMART and SMARTER objectives
- Perform performance appraisal, both as appraiser and appraisee
- Adopt motivational approach to achieving high performance and productivity
- Prepare an action plan to implement on return to work.

## **TRAINING AUDIENCE**

- Managers, Supervisors, First Line Managers, Team Leaders, Project Managers, and anyone who will ever be involved in the development, implementation and management of a performance management system.
- Anyone who will be involved in conducting performance appraisal.

## **COURSE OUTLINE**

- The Challenges of Organizational Effectiveness
- Values and Competencies
- Creating and Sustaining Values and Core Competencies
- Motivation and Creation of Job Satisfaction
- Managing Change
- Performance Management and Appraisal – An Overview
- Appraisal System – An Overview
- Performance Change Management
- The Organizational Appraisal Culture
- Appraisal System Roles and Responsibilities
- Organizational Performance Management
- Appraisal Policy
- The Purpose of Performance Appraisal
- How Do You Evaluate Performance?
- Conducting Performance Appraisal
- Appraisal Interviews
- Effective Influencing
- Coaching and Appraisal
- Empowerment
- Guidelines for Performance Appraisals
- Developing thoughts and ideas for the application of the performance management system at workplace.

## **TRAINING CERTIFICATE**

**MAESTRO CONSULTANTS** Certificate of Completion for delegates who attend and complete the training course

## **METHODOLOGY**

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.