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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Performance Management

Code	City	hotel	Start	End	price	Language - Hours
MT-821SA	Taif	Hotel Meeting Room	2027-09-12	2027-09-16	9950 SR	En - 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

- Facilities 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 Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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