



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Performance Management

**Course number:** 088645 | **Course Length:** 0.5 day(s)

### Course Description

Performance management is a style of management designed to improve the performance levels of employees by creating and implementing performance management plans and through coaching and feedback.

**Course Objective:** You will prepare, create, and implement a performance management plan.

**Target Student:** Managers, supervisors, human resource personnel, and team leaders.

### Platform Requirements

### Software Requirements

- Windows 95, Windows 98, Windows 2000, Windows ME, Windows NT 4.0, Windows XP Home Edition, or Windows XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, 6.0; or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher;

**Prerequisites:** There are no prerequisite courses for this course.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Hardware Requirements

- Pentium 90 MHz or higher processor, or Macintosh PowerPC.
  - Screen resolution of 800 x 600 set to 256 colors.
- or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only).

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Prepare to create a performance management plan.
- Create a performance management plan.
- Implement a performance management plan.

## Course Content

### Lesson 1: Preparing to Create a Performance Management Plan

- Topic 1A: Review Organizational and Departmental Objectives
- Topic 1B: Verify Job Descriptions and Employee Performance Cycle Objectives
- Topic 1C: Request Information for Performance Appraisals

### Lesson 3: Implementing a Performance Management Plan

- Topic 3A: Collect Information
- Topic 3B: Create Documentation
- Topic 3C: Provide Coaching and Feedback

### Lesson 2: Creating the Performance Management Plan

- Topic 2A: Draft the Employee Appraisal
- Topic 2B: Deliver Feedback to Employees
- Topic 2C: Create an Employee Performance Plan
- Topic 2D: Create an Incentive Plan
- Topic 2E: Create a Development Plan

### Appendix A: Sample Performance Appraisal Form

### Appendix B: Sample Employee Performance Plan Document

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Essentials 2013 [Ebook](#), workbooks, and solutions.  
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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