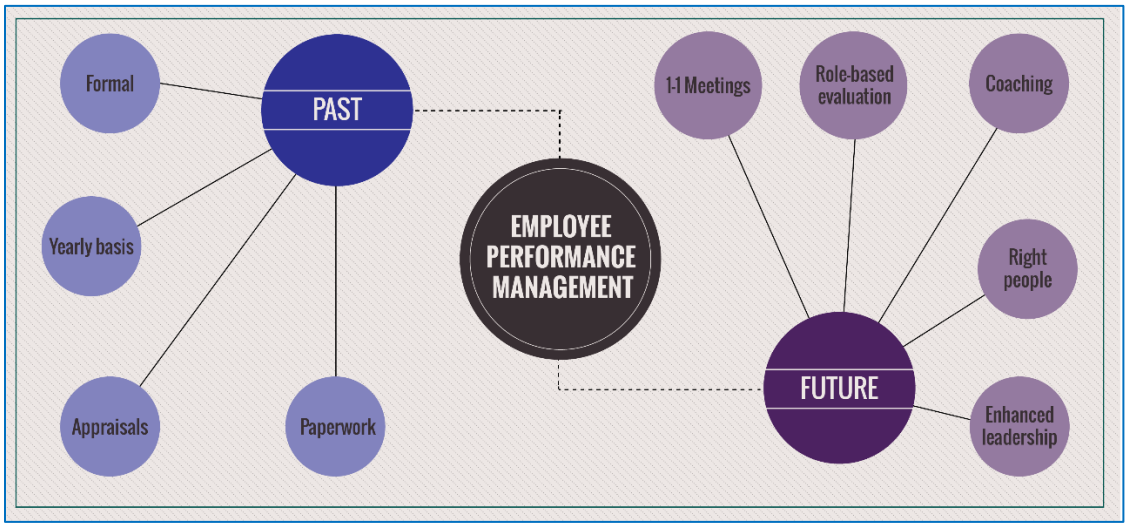
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HM199-4D:
Advanced Employee Performance Management

Tel No:+97126654546 | Fax No:+97126654182 | Email: aisha@cmc-me.com | www.cmc-me.com

Training Description:

Creating a motivating environment that inspires people to reach their full potential is no easy feat. However, this intensive training course can help equip managers with the skills and knowledge needed to effectively motivate employees. Performance management is a process that involves setting performance goals, monitoring progress, providing feedback, and taking corrective action as necessary.

When done correctly, performance management can help employees improve their performance and reach their full potential. Advanced performance management training course can help managers learn how to set performance goals, monitor progress, provide feedback, and take corrective action. In addition, this training course can also help managers create a motivating environment that encourages employees to go beyond their best.

Training Objectives:

By attending this training course, managers will be better equipped to manage employee performance and create a motivating environment that inspires people to reach their full potential.

The Problem:

- Employees not meeting goals and expectations
- Frustrated managers
- Inadequate documentation of explaining employee problems
- Difficulty in putting together and delivering performance evaluations

Our Solution:

- Define the performance management cycle
- Identify and clearly communicate goals and expectations
- Identify and resolve performance problems
- Identify the documentation requirements in the performance management cycle
- Distinguish when to contact Human Resources and what data to provide
- Give a constructive and effective performance evaluation

Training Designed for:

This course is intended for Leaders, managers, and supervisors who are responsible for coaching and mentoring employees for improved performance.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

This training course is available upon request in English or Arabic, virtual online live or face to face public/inhouse. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

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Training Program:

FOUR DAYS:

- Introduction
- Defining the Process
- Setting Goals and Expectations: Identifying and communicating goals
- Identifying Performance Problems
- Coaching and Feedback: Communication styles, forms of coaching and feedback, documentation
- Counseling: When to provide counseling, documentation
- Performance Evaluations: Principles of performance evaluations, gathering the data, documentation, giving a performance evaluation
- Working with Human Resources/Employee Relations
- Scenarios
- Course Conclusion
- POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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