OUTSOURCING
TRAINING & CONSULTING
OTC Training Centre Sdn Bhd

HRD awards 2022

TRAINING PROVIDER

MANAGING EMPLOYEE PERFORMANCE, BEHAVIOR AND ATTITUDE

14 hours ZOOM & PHYSICAL Program

HYBRID TRAINING
21 & 22 May 2025 (Wed & Thu)

Remote Online Training **(Zoom) &** Dorsett Grand Subang Hotel ,Selangor **(Physical)**

** Choose either Zoom OR Physical Session

LEARNING OUTCOMES

At the end of the course, the participants will be able to:
– Execute their role in managing the performance of their team
– Implement a structured Performance Management Process
– Manage different performance level effectively
– Create Employee Development Plan to close performance gaps
– Initiate Performance Improvement Plan (PIP)

TARGET GROUP

Anyone involved in the performance management or appraisal process

PROGRAMME DETAILS

- Training Duration: 2 days (14 hours)
- Delivery Platform: ZOOM (preferred conference platform)
- Methodology: A combination of various learning methodology including lecture, group discussion, case study, group presentation and project discussion

INTRODUCTION

Often treated like a box ticking exercise, effective performance management is actually fundamental to achieving a successful future. Performance management is not a fixed sequence of events, but a continuous process that constantly adapts to the needs of the team.

The organisation that embraces effective performance management is creating a strategic advantage in the marketplace. These performance management training course materials provides all the information and techniques you need to deliver this game-changing training course.

CONTACT US NOW!

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Module 1: What is Performance Management?
- What is Performance Management?
- What is Performance Review
- Performance Management Cycle

Module 2: The Performance Planning
- Cascading down the Organization Goal and Objectives
- Aligning Individual Goals and Target
- Assigning and Allocating Tasks

Module 3: Performance Monitoring
- Establish Performance Monitoring Mechanism
- Detecting Performance Issue
- Initiating Performance Improvement Plan

Module 4: Reinforce and Redirect
- Providing Reinforcement Feedback
- Providing Redirection Feedback
- Receiving Feedback from Others

Module 5: Performance and Career Development
- Analysing the performance gaps
- Develop Employee Development Plan (70:20:10)
- Identifying horizontal and vertical career development

Module 6: Progressive Discipline
- Broad Categories of Misconducts
- The Impact of Condonation
- Conducting Counselling Session
- Initiating Progressive Disciplinary Process