

MANAGING INDIVIDUAL PERFORMANCE: A PRACTICAL APPROACH FOR NON-HR PRACTITIONERS

DURATION

Three Day facilitated workshop.

OUTLINE

Module One: Performance Management & Municipalities

The Performance Cycle
Planning

- Monitoring, Coaching and Feedback
- Review and Evaluation
- Reward and Recognition

Roles & Responsibilities

Module Two: Implementation

The Compliance Calendar

Developing an Implementation Plan

- Environment
- People
- Process
- Systems

Change Management as a Tool

Module Three: Developing a Performance Plan

- Key Performance Areas
- Key Performance Indicators
- Competency Definition & Uses
- Competencies & Employee
Development

OUTCOMES

- Understand the strategic importance of performance management in the Human Resources overhaul process required by MSA Reg 890.
- Understand what is expected of you as a manager or supervisor by MSA Reg 890.
- Understand the performance management terminology used in MSA Reg 890.
- Identify roles and responsibilities in the implementation of individual performance management.
- Develop an implementation plan/template for your Municipality/Department.
- Develop a performance plan for a subordinate.