

# Improving Performance: A Starter guide to the Implementation of Individual Performance in your Municipality

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## DURATION

1/2 – Day information session on implementing individual performance in your municipality.




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## OUTLINE

### Introduction

-  Legislation & Your Environment – An introduction to the regulations
  -  Risks
  -  The Performance Cycle
    - Planning
    - Monitoring, Coaching and Feedback
    - Review and Evaluation
    - Reward and Recognition
  -  Aligning & Cascading Performance
  -  The WHATS:
    - Key Performance Areas – Outcomes
    - Key Performance Indicators – Outputs
  -  The HOWS:
    - Competency Definition & Uses
    - Competence vs Competency
    - Benefits of Using Competencies
  -  Job Analysis as a Tool
  -  ADDITIONAL CONSIDERATIONS
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## OUTCOMES

-  Learners will have a better understanding of the requirements to implement individual performance within a municipality.
  -  Learners will understand the difference between Key performance areas, key performance indicators and competencies.
  -  Learners will understand it is necessary to do a risk assessment, gap analysis and create a plan to effectively implement Individual performance in their municipality.
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