



Performance
&
Coaching

PEOPLE AND PERFORMANCE MANAGEMENT (LEVEL 4)

Course Reference Number : TGS-2019503877 | Synchronous E-Learning | Valid from 27/1/2020 - 1/8/2023

INTRODUCTION

This 2-day (16 hour) programme is designed to equip leaders and managers within the organisation with the skillsets to plan and measure performance. The programme will also look into the implementation of plans and how to manage performance. The programme will also look into the review and rewards for performance.

KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Set goals & develop team plans
- Implement plans & manage performance
- Review & reward performance

TARGET AUDIENCE

Department Manager, Manager and High Potential Executive

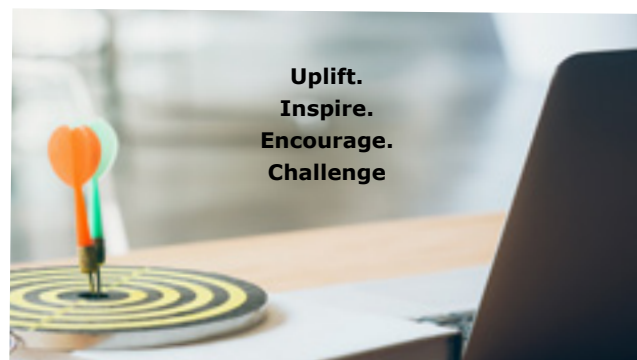
COURSE OUTLINE

SET GOALS & DEVELOP TEAM PLANS

- The Hierarchy of Plans
- Setting S.M.A.R.T Goals
- Management By Objectives (MBO), Management By Wandering Around (MBWA)
- Developing Team Plans and RASCI
- Identifying, requesting and allocating resources required to implement the team plans

IMPLEMENT PLANS & MANAGE PERFORMANCE

- Performance Management Theories
 - > Expectancy Theory, McGregor's Theory X and Theory Y
 - > Frederick Herzberg's Hygiene and Motivational Factors Theory
- Creating a High-Performance Team
 - > Selecting the right team mix
 - > Leadership and Focus
 - > Moving the team towards high performance
 - > Monitoring Team Performance
 - > Managing Emotional States
 - > Methods to improve team performance
- Managing Risks
 - > Manager's role in managing risks
 - > Sources of Risks and Risk Assessment Methods
 - > Impact on Employees and Organisation



REVIEW & REWARD PERFORMANCE

- Review & Reward Performance
 - > Halo Effects & Pitchfork Effects
- Relevant professional or industry codes of practice and standards (KA3)
- Review team performance
 - > Criteria of successful team and data source to review performance
 - > Providing Feedback
- Supporting team leaders
- Reward team performance
- Market trends and developments in relation to remuneration and performance management.
- Avenues for self-improvement in performance management processes

COURSE FEES & FUNDING DETAILS

Full Course Fee : \$650.00 (GST \$45.50)

* All course fees are subject to prevailing GST based on full course fee

From 1st July 2021, Absentee Payroll will be adjusted to provide 80% of hourly salary capped \$7.50 per trainee-hour

Funding Categories	(A) Course Fee after Subsidy	(B) Adjusted Absentee Payroll	(C) Nett Cost for GST Coy	(D) Nett Cost for Non-GST Coy
Small Medium Enterprise (SMEs)	\$110.50	\$120.00	-\$55.00	-\$9.50
Non-SMEs	\$455.50	\$120.00	\$290.00	\$335.50
S'pore Citizen aged 40 & above, Long Term Visit Pass Plus Holder, working in Non-SMEs	\$110.50	\$120.00	-\$55.00	-\$9.50
Self-Sponsored Singaporeans aged 40 & above, Long Term Visit Pass Plus Holder,	\$110.50	NA	NA	NA
Self-Sponsored Singaporeans aged below 40 & PRs	\$455.50	NA	NA	NA
Foreigners	\$695.50	NA	\$650.00	\$695.50

Organisational Development Concepts Pte Ltd (UEN 201026450Z)

A regional corporate training provider and ATO for Skillsfuture Singapore courses

Contact : 6289 9166 / 6749 9828 | Email : enquiries@odctraining.com.sg | Website : www.odctraining.com.sg