

# Administer Performance Review Process (SFw HR)

*Participants will be awarded the **Statement of Attainment for HRS-PDV-2032-1.1 Performance Management** upon successful completion of the course.*

## Course Objective

In addition to equipping participants with the knowledge and skills to carry out administrative responsibilities and duties associated with Performance Management, this course also gives participants a clear understanding of the basic concepts of Performance Management, including principles, policies, processes and common issues of Performance Management.

It aims to equip participants, especially those in small and medium-sized organisations, typically without higher level corporate policies and direction, with an understanding of how Performance Management fits into overall HR strategy, which in turn impacts the overall corporate success of the organisation.

It thus also addresses the practical needs of HR staff in smaller organisations to design and implement fit-for-purpose Performance Management systems for their organisation.

## Target Audience

Human resource professionals

## Course Outline

- Overview of Performance Management
  - What is Performance Management
  - How does it relate to the organisation's strategic business objectives
  - Objectives of Performance Management
  - How does it relate to other HR Processes
  - Legislation and Ethics
  - Principles, Policies and Processes in Performance Management
  - The roles of the various key stakeholders in Performance Management
  - The Performance cycle
- Administration of the Performance Review Process: The role of the Performance Management Administrator
  - Manage Performance Management Administrative Requirements
  - Advise on Performance Management Processes
  - Review Performance Management Documentation

## Methodology

Mini presentations, case studies, video and active class discussion.

Duration : 2 days, 9am to 6pm (16 hours)  
 Course Venue : SNEF Corporate Learning Centre @ Tanglin

**Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)**  
 Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**  
**90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020**

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40	→	\$609.90	-\$400.00	= <b>\$209.90</b>
	- SC aged ≤ 39 - All SPR	→	\$609.90	-\$272.00	= <b>\$337.90</b>

*All prices stated are inclusive of 7% GST*

**SC** : Singapore Citizen  
**SPR** : Singapore Permanent Resident  
 : Not Applicable

**SMEs** : Defined as companies with:  
 (i) at least 30% local shareholding; AND  
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

## Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before. **Note: This course is equivalent to Administer Performance Review Process (HR-PRB-203E-1)**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

## Enquiries:

Karmila DID: 6827 6923 / Training hotline: 6827 6927

Email : [karmila@snef.org.sg](mailto:karmila@snef.org.sg) / [trg@snef.org.sg](mailto:trg@snef.org.sg)