

Implement Performance Management Programme (SFw HR)

Participants will be awarded the **Statement of Attainment for HRS-PDV-4032-1.1 Performance Management** upon successful completion of the course.

Course Objective

The course will address the skills and knowledge required to implement an organisation's performance management programme. It covers promoting the performance management system, supporting the review process and measuring the effectiveness of the performance management programme as a basis for enhancing organisational outcomes.

Target Audience

Human resource professionals

Course Outline

➤ Promote understanding and awareness of performance management programme

- Advise line managers of the performance management system and tools and resources available
- Communicate the performance management system to employees and their roles and responsibilities in performance management

➤ Provide support to conduct performance management reviews

- Ensure that line managers have all the necessary tools and resources to implement performance management processes
- Support line managers to respond to issues relating to employee's performance
- Monitor adherence to performance management requirements
- Arrange training or briefings for line managers to ensure their ability to conduct performance reviews
- Arrange training or support for individuals to ensure their ability to participate in performance reviews

➤ Monitor and review performance management programme and activities

- Develop tools and methods for gathering measurement data and feedback
- Analyse measurement data and feedback to establish performance against required criteria
- Review best practices in performance management to identify potential improvements
- Recommend refinements or modifications to performance management system

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentations.

Duration : 2 days, 9am to 7pm (18 hours)
 Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/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	→	→	\$609.90	-\$513.00	= \$96.90
- SC aged ≤ 39 - All SPR	→	→	\$609.90	-\$270.00	= \$339.90

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 Implement Performance Management Programme (HR-PRB-404E-1).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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