

# Designing and Implementing a Performance Management System Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2025-12-22

**End Date:** 2025-12-26

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** HRMC

**Course Code:** HRMC-48

## Syllabus

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### Course Syllabus

#### Introduction

Human Resources professionals and other employees who are responsible for the design and implementation of performance management systems.

#### Objectives

- List the phases of performance management cycle and describe the role of HR in each phase.
- Distinguish between different types and components of performance management systems.
- Design and develop a comprehensive performance management system.
- Organize and plan a successful implementation of a performance management system.
- Identify business requirements for performance management operating systems.

## **The Role of Human Resources in Performance Management**

- Definition and Purpose of Performance Management
- The Performance Management Cycle
- Role of HR in Different Phases
- Strategic and Administrative Role
- Tangible and In-Tangible Responsibilities

### **Day Two**

## **An Overview of Performance Management Systems**

- Types of Performance Management Systems
  - Graphic Rating Scales
  - Behaviorally Anchored Rating Scales
  - Management By Objectives
  - Competency-Based
  - 360-Degree Feedback
- Advantages and Disadvantages
- Components and Building Blocks
- Trends in Organizations
- Uses and Applications of Performance Management Systems

### **Day Three**

## **Designing a Performance Management System**

- System Prerequisites
  - Developing Tangibles  
Developing Tangibles
  - Objectives
  - Key Performance Indicators
  - Targets
- Defining Intangibles
  - Competencies
  - Values
  - Behavioral Indicators
- Determining Weights and Percentage Score Ranges
- Developing Performance Appraisal Templates

### **Day Four**

## **Ensuring a Successful Implementation**

- Performance Management Operating Systems
- Drafting Business Requirements

## **Day Five**

### **Coaching Managers and Employees**

- Comprehensive Training on New System
- Coaching Managers on Developing Objectives
- Structure of a Coaching Session
- Structure of Appraisal Meetings