



University of  
**Nottingham**

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# Performance management: The key to employee development

17-18 July 2019

University of Nottingham

Malaysia



# Performance management: The key to employee development

Performance management is a management tool aimed at organising a team towards the achievement of their business objectives. It is an ongoing process of monitoring results of work activities, collecting and evaluating performance data to determine the achievement of goals and using performance information to make decisions, allocate resources and communicate whether or not objectives are met. Performance management reflects the continuous nature of performance improvement and employee development, recognising the importance of effective management, work systems and team contributions. A properly designed and implemented performance management programme can have a solid, positive impact on individual and corporate success.

Two-day programme for human resource managers, executives, SME owners and line managers of key functional areas. This training will provide you with a comprehensive overview of the tools needed to effectively manage employee performance with a view to achieving organisational success. It includes presentations, discussions, case studies and role plays designed to assist you in applying these concepts at your workplace.

## Learning outcomes

After completion of the training, you will be able to:

- Understand the performance management process and its key characteristics
- Understand benefits of performance management and know how their performance contributes to employee development and organisational success
- Know your role and responsibilities in managing employees performance and expectations
- Utilise the skills gained to improve your own level of performance
- Use acquired skills to assist others to achieve satisfactory performance and support their career development

## Method of training and assessment

- PowerPoint presentations
- Case exercises
- Flipchart presentations for brainstorming
- Presentation from participants

## Programme outline

### Day one

#### Module one – Introduction to performance management

- Terms and definitions
- Importance of performance management to an organisation
- Importance of performance management to an employee's career development
- Pitfalls to avoid
- Major performance initiatives

#### Module two – Getting started

- Overview of performance management system
- Performance planning
- Your role as an appraiser or reviewer
- Getting SMART targets
- Agreeing development needs
- Aligning individual and organisational needs

#### Module three – Development of performance management system

- Performance management cycle
- Performance planning
- Project based goals
- Assigning weights to key performance indicators (KPIs) and target setting
- Why is establishing performance measurements so important
- Category of performance measures
- Types of Key Performance Indicators

### Day two

#### Module four – Implementation of performance management system

- Performance planning – competencies
- Core and functional competencies
- Identification of core competencies for your organisation/industry
- Levels of competencies

#### Module five – Performance management and employee development

- Performance management and employee career planning – roles of appraisee
- Performance management and employee career development – roles of appraiser
- Key steps towards establishing effective employee development strategies
- Issues and challenges

## Programme leader



**Dr Maniam Kaliannan** is an Associate Professor of Human Resource Management at Nottingham University Business School Malaysia. He has been both as a lecturer and trainer for the past 20 years. His area of expertise includes human resource management, public sector project management and research methods. He has conducted various corporate and government training

programmes for both middle level and senior management teams for organisations such as MATRADE, MAMPU, Amanah IKhtiar Malaysia (AIM), Tranglo (M) Sdn. Bhd. etc. On the academic front, he has presented and published his research works extensively in both international conferences and referred journals. He is a Malaysian Human Resource Development Fund (HRDF) Certified Trainer (TTT/7174).

## Further information

To find out more about this programme, please contact Nottingham University Business School (NUBS) Malaysia Executive Education or visit our website

Dr Angelina Yee

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🌐 [nottingham.edu.my/Business/ExecutiveEducation](http://nottingham.edu.my/Business/ExecutiveEducation)



## Programme outline

Time	Day 1	Time	Day 2
8.30am	Registration	8.30am	Registration
9am	<b>Introduction to performance management</b> <ul style="list-style-type: none"> <li>Programme briefing, objectives and outline</li> <li>Terms and definitions</li> <li>What and why performance management</li> <li>Major performance initiatives</li> </ul>	9am	<b>Implementing Performance Management System (PMS)</b> <ul style="list-style-type: none"> <li>Core and functional competencies</li> <li>Levels of competencies</li> <li>Breakout session and activity</li> </ul>
10.30am	Coffee break	10.30am	Coffee break
10.45am	<b>Getting started</b> <ul style="list-style-type: none"> <li>Performance planning- KPIs</li> <li>SMART targets</li> <li>Breakout session and activity</li> </ul>	10.45am	<b>Implementing Performance Management System (PMS)</b> <ul style="list-style-type: none"> <li>Role of appraiser in PMS</li> <li>Role of appraisee in PMS</li> <li>Breakout session and activity</li> </ul>
11.45am	<b>Organisational strategies</b> <ul style="list-style-type: none"> <li>Linking performance management KPIs with organisational strategies</li> <li>Agreeing on development needs</li> <li>Breakout session and activity</li> </ul>		
1pm	Lunch	1pm	Lunch
2pm	<b>Development of Performance Management System (PMS)</b> <ul style="list-style-type: none"> <li>Breakout session and activity</li> <li>Performance management cycle</li> <li>Performance planning</li> </ul>	2pm	<b>Performance management &amp; employee development</b> <ul style="list-style-type: none"> <li>PMS and career planning</li> <li>PMS and career development</li> <li>Breakout session and activity</li> </ul>
3.30pm	Coffee break	3.30pm	Coffee break
3.45pm	<b>Development of Performance Management System (PMS)</b> <ul style="list-style-type: none"> <li>Developing an effective PMS</li> <li>Category of performance measures</li> <li>Types of key performance indicators</li> <li>Breakout session and activity</li> </ul>	4pm	<b>Performance management &amp; employee development</b> <ul style="list-style-type: none"> <li>PMS and corporate strategies</li> <li>Achieving ROI and ROE</li> <li>PMS and other HR activities</li> <li>Breakout session and activity</li> </ul>
		5.30pm	Key take away points
4.30pm	Practice and sharing		Reflection on programme objectives and outline
5.30pm	Key take away points		
	End of day one		End of training session



# Programme registration form 2019

## Performance management: The key to employee development

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Pullman Kuala Lumpur City Centre Hotel and Residences

### Fee

Early bird price: RM2,500/person

Normal price: RM2,600/person

Group of three and above: RM2,200/person (for more than three delegates attending from the same company/ institution)

The programme fee covers tuition, case materials, and tea breaks.

### Registration and payment

The registration form must be fully completed and signed and must be received by Nottingham University Business School before **14 June 2019** together with your payment.

A/C Name: The University of Nottingham in Malaysia Sdn Bhd

Bank: HSBC Bank (M) Bhd

Bank Address: KL Main Office, 2 Lebu Ampang, 50100 Kuala Lumpur

Branch: Kuala Lumpur

Swift Code: HBMBMYKL

Account No.: 301-879391-101

Please send the registration form together with payment details to:

Nottingham University Business School

University of Nottingham Malaysia

Jalan Broga, 43500 Semenyih, Selangor, Malaysia

### Human Resources Development Fund (HRDF) claims

- The course fees may be claimed under Skim Bantuan Latihan (SBL) of HRDF subject to terms and conditions.
- Organisations wishing to claim HRDF can submit this brochure to HRDF for approval. The brochure contains the necessary information for HRDF to process.

### Terms and conditions

If the designated participant cannot attend the workshop, a substitute attendee is permitted. However if a confirmed participant or substitute attendee does not attend the workshop, the fee is still liable in full.

Changes in the workshop date, venue, time, trainers and fees can occur from time to time and the organiser reserves the right to reschedule/cancel the workshop and/or amend any information in this brochure. In any circumstances, the organiser's liability is limited only to the refund of paid registration fee.

### Certificate of completion

Upon completion of the programme you will receive a Certificate of Completion from the University of Nottingham Malaysia.

The University of Nottingham in Malaysia Sdn Bhd  
is a HRDF Certified Training Provider.



The University of Nottingham has made every effort to ensure that the information in this leaflet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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e: [alternativeformats@nottingham.ac.uk](mailto:alternativeformats@nottingham.ac.uk)

# General information

Programme name

Full name

Name you want to be referred to

Male/female

IC number (passport for non-Malaysians)

Nationality

Date of birth (day/month/year)

Position in organisation

Department in organisation

Name of organisation

Address of organisation

Work telephone number

Mobile telephone number (personal)

Email (office)

Email (personal)

# Objectives

What do you hope to gain from this programme?

## Work experience

Please list your job roles starting with your current position. If all positions are in the same company, please give the major promotional sequence.

Name of organisation	Last position	From (year)	To (year)

## Education

Please list highest qualifications obtained.

Name of institution	Qualification	Year obtained

## Administration

Do you require a vegetarian diet?  Yes  No

How did you learn about this programme?  Website  Email notification  Other (please specify)

I confirm that all the information provided in this application is accurate:

Signature of applicant

Date (day/year/month)