

Performance Management Course Details

Department: Supervisors and Managers

Presented by Magna Skills Development Institute

Date Created: 13-May-2025

Training Coordinator: Denis Wunganayi



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Course Summary

Performance Management is not a company's way of employing "micro-managing" techniques that stunt the professional growth of its employees. But rather, it is a strategic approach to ensuring the efficiency and effectiveness of an organization. Whether at the organizational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactory manner.

Course Objectives

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

The objectives for this course are as follows:

- Define performance management.
- Understand how performance management works and the tools to make it work.
- Learn the three phases of performance management and how to assess it.
- Discuss effective goal-setting.
- Learn how to give feedback on performance management.
- Identify Kolb's Learning Cycle.
- Recognize the importance of motivation.
- Develop a performance journal and performance plan.

Course Outline

Module One: Getting Started

- Workshop Objectives

Module Two: The Basics (I)

- What is Performance Management?
- How Does Performance Management Work?
- Tools
- Case Study
- Case Study II
- Module Two: Review Questions

Module Three: The Basics (II)

- Three Phase Process
- Assessments
- Performance Reviews
- Case Study
- Case Study II
- Module Three: Review Questions

Module Four: Goal Setting

- SMART Goal Setting
- Specific Goals
- Measurable Goals
- Attainable Goals
- Realistic Goals
- Timely Goals
- Monitoring Results
- Case Study
- Case Study II
- Module Four: Review Questions

Module Five: Establishing Performance Goals

- Strategic Planning
- Job Analysis
- Setting Goals
- Motivation
- Case Study
- Case Study II
- Module Five: Review Questions

Module Six: Degree Feedback

- What is Degree Feedback?
- Vs. Traditional Performance Reviews

- The Components
- Case Study
- Case Study II
- Module Six: Review Questions

Module Seven: Competency Assessments

- Competency Assessment Defined
- Implementation
- Final Destination
- Case Study
- Case Study II
- Module Seven: Review Questions

Module Eight: Kolb's Learning Cycle

- Experience
- Observation
- Conceptualization
- Experimentation
- Case Study
- Case Study II
- Module Eight: Review Questions

Module Nine: Motivation

- Key Factors
- The Motivation Organization
- Identifying Personal Motivators
- Evaluating and Adapting
- Case Study
- Case Study II
- Module Nine: Review Questions

Module Ten: The Performance Journal

- Record Goals and Accomplishments

- Linking with Your Employees or Managers
- Implementing a Performance Coach
- Keeping Track
- Case Study
- Case Study II
- Module Ten: Review Questions

Module Eleven: Creating a Performance Plan

- Goals
- Desired Results
- Prioritization
- Measure
- Evaluation
- Case Study
- Case Study II
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Lessons Learned

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Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.