



HR Consulting | Recruitment | Training | Testing | Education



***We are your partner
to excellence in corporate governance***

About Salahkaar Consultants:

- One of the fastest growing Human Resource consulting, Testing and Training organizations in Asia.
- Directors and consultants of international repute who have been visiting professors to several international universities.
- Exclusive trainers and consultants for several Fortune 500, Global 100 and BT 500 companies.
- HR, HRD, OB, OD and Industrial Psychology solutions that are customized and

Performance Management and Counseling Expert

INTRODUCTION

Performance Management System (PMS) is the heart of any management particularly the people management process in an organisation. But many recent surveys reveal, globally, that most of organizations need to revisit the benchmarked new age performance management system. Companies are revolutionalising their effectiveness with their newly discovered ways of managing employees' performance

Performance management systems, if properly designed and implemented, can change the course of growth and pace of the impact of organizational growth. It can generate revolution and create waves of growth



OBJECTIVE

The broad objectives of the course are to make the participants

1. Understand the concept and relevance of Total Performance Management (TPM) System
2. Enable to designing and implement a PMS in their organization
3. Measure effectiveness of newly implemented PMS
4. Understand methods of giving feedbacks.
5. Understand the value of giving and receiving feedback
6. Understand the various kinds of performance reviews and performance counseling
7. Perform right kind of performance review/ performance counselling

METHODOLOGIES

The program is spread over three modules which is to be covered in short duration using following:

- Study Material
- Assignments
- Assessment and Certification
- Online support by way of webinars, emails, phone calls



COURSE CONTENT

Module -1

1. Meaning and the concept of Performance Management
2. Traditional Performance Management – The Theory
3. What Performance Management is supposed to accomplish?
4. What does Performance Management Assume about Organization and Performance?
5. Performance Management Applies To More Than just employees.
6. Performance Management Sub- Systems
7. Ongoing Activities under the process of Performance Management System?
8. Is There A Downside To Performance Management?
9. PMS as a means of Transforming Organizations



Module -2

Components of appraisal systems

- a) MBO and KPI
- b) KPI: KPI & its linkage to department goals - Business Goals
 - How to set job-goals and KPI-Goals
 - Setting of Realistic & challenging KPI's
 - Review of KPI's
 - Approach to communicate change of KPI in time
- c) Competency
 - Meanings of Competencies
 - Generic and specific competencies across divisions and levels
 - Way to measure Competencies
 - Competency based PMS

Module -3

1. Methods of performance appraisal
2. Differences between traditional and contemporary method of appraisals.
3. 360 Degree Performance Appraisal (PA)
 - a) Meaning & Definition of 360 Degree PA
 - b) Options for implementing 360 Degree PA system
 - c) Guidance on 360 Degree Appraisal
 - d) Using 360 Degree Appraisal



4. Salahkaar Score Card

- a) Conceptual framework of Salahkaar Score Card (SSC)
- b) Basic outlines of HR scorecard and Salahkaar Score Card (SSC)
- c) What are the HR measures for strategic Salahkaar Scorecard
- d) Understanding and working with measures of SSC.
- e) Performance management frameworks when working with Salahkaar Score Card Method
- f) Approach to develop SSC
- g) Factors to be considered while drawing a HR scorecard
- h) How to draw a HR scorecard
- i) Implementing the SSC in organizational/ functional areas Implementing the SSC in organizational/ functional work

Module -4

Performance Planning & Analysis

Performance Improvement Plan

- a) When & How do I initiate a PIP
- b) Role of a Reporting & Reviewing manager in managing a PIP



Module -5:

Performance Feedback and Counseling

- What counseling is not?
- Types of Counseling
- Components of counseling
- Nature and genesis of employee counseling?
- When to counsel
- Hw to counsel- a hands on approach

ELIGIBILITY

Graduate degree/diploma from a recognized university/educational Institution in any professional field of learning will be eligible to apply.

Candidate not having a graduate degree/diploma may also be admitted if s/he has a minimum of two years of work experience.

OUTCOME

On completion of the present certification program, the participants will be able to

- Measure & improve the performance effectiveness of people in the workplace
- Use knowledge about how to be more productive
- Because of their higher productivity, they will be able to generate more revenue for the organization from available resources
- Improve quality without incurring huge cost
- Be successful in recruitment Evaluate employees & motivate them



DURATION

Three months

COURSE FEE

Fee for candidates from the India INR20, 000 (inclusive of courier/postage charges)

Fee for candidates from abroad USD 588 / Euro 210 (inclusive of courier/postage charges)

