



شركة ميرك العربية السعودية  
MEIRC Saudi Arabia

## Managing Employee Performance

### Duration 5 Days

### Course Description

Human Resources Planning course determines and examines the impact of organization and business strategy on human resources management. It stresses the importance of aligning human resources management policies and practices with organizational strategy. During five days of training we will spot the light on all elements required in order to apply a successful human resources planning procedures.

### Objectives:

By the end of this training program, each participant will be able to:

- ↪ Define the Performance Management and its relation to Motivation and Empowerment
- ↪ Understand the Difference between Delegation and Empowerment
- ↪ Understand the psychology of motivation.
- ↪ Learn how to create a motivational environment, for different behaviors.
- ↪ Learn what motivates and de-motivates different behavioral types.
- ↪ Understand differences between empowerment and delegation.
- ↪ Identify characteristics of organizations that value empowerment.
- ↪ Recognize reasons employees prefer empowerment
- ↪ Identify the employee benefits of empowerment.
- ↪ Distinguish the organizational benefits of empowerment.
- ↪ Create a Plan of Action to implement in their organization

### Who should attend?

- This program is suitable for Managers, supervisors and team leaders who have the authority to apply motivational techniques that will increase employee performance through successful Empowerment.

### Course Outline

#### **1. Managing for Peak Performance**

- 1.1. What is Performance Management?
- 1.2. Levels of Performance Management
- 1.3. How to Manage Performance
- 1.4. Individual Performance Management, The Concept
- 1.5. Implement the Eight Steps of Individual Performance Management

#### **2. Measuring Performance and Providing Feedback**

- 2.1. The Strategic importance of Measuring Performance and Providing Feedback
- 2.2. Enhancing Motivation and Productivity
- 2.3. Deciding what to Measure
- 2.4. Providing Feedback

#### **3. Motivation: From Concept to Application**

- 3.1. The Relationship Between Motivation, Performance, and Commitment
- 3.2. Motivation Thought needs Satisfaction
- 3.3. Motivation Thought Goal Setting
- 3.4. Motivational Theories
- 3.5. Behavior Modification
- 3.6. Motivation Through Financial Incentives
- 3.7. Expectancy Theory



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#### **4. Enhancing Productivity through Empowerment Employees**

- 4.1. The Difference between Delegation and Empowerment
- 4.2. What empowerment really means and how it can help your organization grow
- 4.3. Which employees you can empower and why the six key factors needed to empower your employees and motivate them for success
- 4.4. Organizational, management and employees barriers to empowerment
- 4.5. Determine how to overcome organizational barriers to empowerment
- 4.6. Select the ways managers can overcome barriers to empowerment
- 4.7. Sequence the steps managers can take to overcome employee barriers to empowerment

#### **5. Managing Ineffective Performers**

- 5.1. Factors Contributing to Ineffective Performance
- 5.2. The Control Model for Managing Ineffective Performers
- 5.3. Coaching and Constructive Criticism
- 5.4. Employee Discipline
- 5.5. Dealing with difficult People