



Vantage Africa

School of Leadership

innovation

vision

teamwork

strategy

business

Performance

plan

marketing

goal

partner

investment

operation

measurement

Performance Management Training

For more information or to enroll contact:

Tel: +254 725 303 645

Email: info@vantageafricaleaders.com

Location: C603, 6th Floor Astrol Business
Center Thika Road Nairobi



Introduction

This is a 4 weeks training that aims at making you an expert in Performance Management. We will meet for 3 days each week for 4 weeks and in each week, you will have a self-study session on the e-learning portal. For maximum learning, the course is delivered through a combination of live and E-Learning sessions.

Live Sessions

Live sessions are held via Zoom. These are highly interactive sessions where participants are guided on key Performance Management skills, especially in the process of managing and appraising performance.

E-Learning Sessions

Here, we have a host of prerecorded sessions, PPT notes, Performance Management toolkits, links etc. all aimed at equipping participants with the most current Performance Management skills. After each session, a self-assessment quiz is provided to reinforce learning. Once a participant completes a session including the quiz, the system opens the following session.

Course Completion

In order for you to be considered to have completed the course, you will need to fulfill the following criteria:

- ✔ Attend minimum 70% of live sessions
- ✔ Complete E-Learning lessons and other class assignments
- ✔ Clear the fees

N/B - A certificate will be issued upon completion of the course.

Course Outline

Week 1		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 1	Introduction to Performance Management	<ul style="list-style-type: none"> ✔ Define and explain what performance management is. ✔ Key characteristics of a high performing team Stages of group development Role of team leader in achieving high performance
Day 2	Emotional Intelligence	<ul style="list-style-type: none"> ✔ What is Emotional Intelligence ✔ Abilities Of Emotional Intelligence ✔ Emotional Intelligence Characteristics ✔ Improving Your Emotional Intelligence ✔ Job Performance And Emotional Intelligence ✔ Elements Of Emotional Intelligence

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Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 3	Powerful Communication	<ul style="list-style-type: none"> ☑ What is communication ☑ What is the difference between communication and talking? ☑ Why is it so important for us to communicate effectively ☑ What challenges do we face when we attempt to communicate? ☑ Who causes these challenges?
Online Self-Assessment Quiz 1		

Week 2		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 4	The principles of performance management	<ul style="list-style-type: none"> ☑ Core elements, principles and benefits of an effective performance management framework ☑ Performance management cycle and purpose of the annual performance review
Day 5	Planning Performance	<ul style="list-style-type: none"> ☑ Setting key performance objectives for individuals and teams ☑ Cascading the business plan down through the organization ☑ Understanding the competencies associated with effective job performance ☑ How to set training and development goals
Day 6	High Impact Leadership	<ul style="list-style-type: none"> ☑ Principles of High Impact Leadership ☑ Leadership Styles ☑ Key skills needed to perform exceptionally well as a leader
Online Self-Assessment Quiz 2		

Week 3		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 7	360 Degree Appraisal	<ul style="list-style-type: none"> ☑ What is a 360 degree appraisal ☑ The process of 360 degree appraisal ☑ 360 degree feedback questionnaire
Day 8	Managing Performance Gaps	<ul style="list-style-type: none"> ☑ Review the performance documentation ☑ Determine what changes need to be made ☑ Follow your organization's performance appraisal system



Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 9	Setting an Appraisal Environment	<ul style="list-style-type: none"> ✔ Preparing staff for appraisal ✔ Effective communication of the appraisal process ✔ Line managers input
Online Self-Assessment Quiz 3		

Week 4		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 10	Balanced Scorecard	<ul style="list-style-type: none"> ✔ Introduction to the Balanced Scorecard ✔ Balanced Scorecard Fundamentals ✔ Why are Companies Adopting a Balanced Scorecard? ✔ Ingredients of Highly Successful Balanced Scorecard Programs
Day 11	Performance Feedback	<ul style="list-style-type: none"> ✔ Discuss strengths and weaknesses ✔ Explore feelings of sub-ordinate ✔ Listening, accepting, and responding are essential ✔ Stimulate growth (performance) job ✔ Discuss problems, needs, innovations, satisfactions and dissatisfactions since last review ✔ Listen and respond with goal of helping person and productivity
Day 12	Rewards Management	<ul style="list-style-type: none"> ✔ Meaning of reward management ✔ Performance management and remuneration package. ✔ Types of rewards ✔ Significance of rewards ✔ Types of Pay ✔ Factor comparison
Online Self-Assessment Quiz 4		

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